DOCUMENT RESUME

ED 227 843 IR 050 134

| | |
|---|---|
| AUTHOR | Thierer, Joyce; Bower, Merry |
| TITLE | Kansas State University Libraries' OCR Labeling Project. |
| INSTITUTION | Kansas State Univ., Manhattan. Library. |
| PUB DATE | [82] |
| NOTE | 94p. |
| PUB TYPE | Reports - Descriptive (141) |
| EDRS PRICE | MF01/PC04 Plus Postage. |
| DESCRIPTORS | Academic Libraries; Cataloging; *Character Recognition; Classification; Flow Charts; Higher Education; *Library Automation; *Library Circulation; *Library Technical Processes; *Optical Scanners; Program Descriptions; Questionnaires; Records (Forms) |
| IDENTIFIERS | Call Numbers; *Kansas State University; OCLC |

ABSTRACT

This publication describes the planning and implementation of an optical character recognition (OCR) labeling project the first stage of Kansas State University (KSU) Libraries' program of conversion from a manual to an automated circulation system. It is noted that a telephone survey of libraries with automated circulation systems and consideration of the special needs of KSU Libraries were part of the development of the labeling project. Lists of project staff and materials are provided as well as a delineation of the project time sequence and a project organizational chart. Sets of instructions are given for general labeling duties, for label placement, and for resolving cataloging and other problems. The instructions include a labeling flow chart as well as guidelines for locating missing publications and recataloging incorrectly cataloged material. Also provided are sample OCLC cataloging records, examples of correctly labeled items and sample project worksheets. Summary tables show the number of hours spent on various parts of the labeling project, while an evaluation notes project strengths and possible refinements in the collection of statistics and problem resolution routines. The telephone survey, an explanation of the proper sequencing of call numbers, and a list of project supplies are appended. (Author/ESR)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

- ✓ This document has been reproduced as received from the person or organization originating it.
- Minor changes have been made to improve reproduction quality.

- Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

ED227843

# KANSAS STATE UNIVERSITY LIBRARIES' OCR LABELING PROJECT

by

Joyce Thierer

and

Merry Bower

IR050134

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Merry Bower

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

## ABSTRACT

Describes the first phase of a Kansas State University Libraries' project to convert from a manual to automated circulation system. Phase I, the OCR Labeling Project is discussed from initial planning through implementation. Problems (cataloging and otherwise) discovered during labeling which required resolution prior to OCR labeling are also discussed.

JOYCE THIERER, OCR Labeling Project Director, is the stacks supervisor at Kansas State University's Farrell Library. She received her bachelor's degree in History from Kansas State University in 1972 and her master of library science degree from Emporia State University in 1980.

MERRY BOWER, OCR Labeling Project Assistant Director, is a monographs cataloger at Kansas State University Libraries. She received her bachelor's degree in History of Art from the University of Kansas in 1976 and her master of library science degree from the University of Illinois in 1980.

TABLE OF CONTENTS

1. Sequence of Labeling Project
2. Development of Labeling Plan
3. Labeling Project Scenario
4. Organizational Chart
5. Staff
6. Labeling Kit
7. Labelers
8. Guidelines for Label Placement
9. Labeled Examples
10. Filling Out a Problem Slip
11. Printout
12. Problem Notations Used on Printout
13. Explanation of Problem Notations Used on Printout
14. Problems
15. OCR Labeling Project: Problems Resolution Workflow
16. OCR Labeling Project: Instructions for Circulation Staff
17. Problem Resolution Routines
18. Recataloging Instructions
19. Daily Tally Sheet
20. Labeling Statistics
21. Our Evaluation of this Plan
22. Appendix: Telephone Survey
    Call Numbers
    Supplies

## Sequence Of Labeling Project

| Month | |
|---|---|
| Sept. - Oct. 1981 | Final Labeling Plan written by Project Director. |
| Nov. 1981 | Assistant Project Director wrote problem resolution plans. |
| Dec. 1981 | 1. Printouts arrived.<br>2. Printouts were sorted by holding library and annotated by Cataloging and OCLC staffs.<br>3. Trial run of actual labeling procedures. |
| 22-29 | 4. Training sessions given. |
| 28-31 | 5. Labeled Paul Weigel Library of Architecture and Design, a branch holding library chosen as a larger test run. |
| Jan. 4-8, 1982 | Major OCR monograph labeling sweep. |
| Feb. 1982 | Major OCR monograph labeling sweep. |
| March 3, 1982 | Major OCR monograph labeling sweep. |
| April, 1982 - | Problems resolution ongoing. |
| June 6 - July 13, 1982 | Serial Labeling sweep. |
| July, 1982 - | Final perusal of printouts prepatory to Linking, Phase II of KSU Implementation Plan. |

## DEVELOPMENT OF LABELING PLAN

Planning for the major labeling sweep was begun a year in advance of the actual project, while the automated circulation system specifications were still out on bid. The Stacks Supervisor was asked to devise a preliminary labeling plan. On conducting a literature search, nothing was found. Because three major vendors were being considered at the time two libraries were selected from each vendor's users list: University of Waterloo, Ontario, Canada on GEAC; University of Nebraska and Dallas Community College on Data Phase; University of Utah and New York University on CLSI; and Tacoma Public Library on Data Phase.

A telephone survey, utilizing 29 general questions was made of each library. Each library was very helpful in answering these questions about their own implementation and labeling procedures. This survey, because it was not tied to any one vendor type, allowed for the creation of a labeling plan recipe:

### LABELING RECIPE

½ c. survey responses, carefully selected for appropriate parts

½ c. special needs of KSU Library

½ c. expertise/common sense

Place in large container. Stir gently. Look at the result. Place it at the back of the stove to rise. Check it routinely for changes. At the appropriate time add 1 c. of flexibility. Result: 1 Labeling Plan.

This preliminary plan outlined general concerns on conversion, gearing the library up for labeling, staffing, label placement, areas to be labeled, etc. The preliminary plan was then placed on hold until further details were decided: the BNA and OCLC archival tape printouts could be defined and then printed, the type of labels could be selected, label placement could be resolved, and the vendor could be selected.

Once these questions were resolved, the final labeling plan was written during September and October, 1981. Many changes and decisions were made during this time which directly affected the plan's outcome. The plan was then presented to the Automated Circulation Implementation Committee. It was accepted. At the All-Staff meeting November 12, the agenda consisted of the labeling and linking projects' reports. This and other discussions about linking were an excellent way to start the staff thinking "Labeling". This type of p.r. was necessary as the entire staff was needed to effectively complete this major project.

The labeling plan called for a room to be designated as Labeling Headquarters. Such an area was needed to provide centralization functions for such a mass project. For example, an area in which to store OCR labels and other supplies was required, as well as shelves for problem items found during labeling and a work space for the problem team. The room housing the Gifts Unit met the above criteria plus allowed for close access to the rest

of Technical Services, OCLC, and the shelf list: close access to the stacks, and the room was adjacent to a large hallway suitable for the storage of labeling kits. The Director of the Labeling Project was also the Head of the Gifts Unit and Stacks, therefore the decision to temporarily close the Gifts Unit was made.

December, 1981 proved to be a busy preliminary month for the upcoming Labeling sweep. The Gifts Unit was effectively moved out, the furniture was rearranged, and the room became Labeling Headquarters complete with a large shield-shaped sign placed above its door. The sign was also used as a p.r. technique to the library staff.

During this time supplies were ordered including OCR labels, pencils, rubberbands, paperclips, plastic trash sacks, masking tape, and various colored felt tipped and ballpoint pens to be used for notations on printouts. A supply of tally/statistical sheets were copied on white paper and two reams of yellow paper were used to create problem labeling slips. Supplies accumulated from various departments included: scratch paper, a bulletin board for displaying memos, and flat-shelved book trucks. This supply of trucks was critical. These were converted into labeling kits. The top shelf was used as a mobile work area and as a place to place the printout. A small cardboard box containing scratch paper, problem slips, rubberbands, and two sharp pencils was placed on the second shelf. Each truck also had a trash sack taped to its side.

A trial run to thoroughly test all procedures was conducted. The director and assistant director of the labeling project formed the one team for this test made in the "C" classification. It was found that out of approximately 180 records, 90 items per hour were labeled, 1 problem was found, and 10 volumes were not on the shelf. Only minor fine tuning adjustments were made to the OCR Labeling Plan.

The time period of January 4-8, was selected to accomplish the Labeling project for a variety of reasons:

1) It was a period between semesters, therefore the library could be closed mornings and open with very limited staffing in the afternoons thereby freeing the entire staff to label.
2) A high percentage of the collection was on the shelves.
3) The Stacks crew could continue to pursue labeling until completion during the spring semester.
4) Problems could also continue to be resolved.

## SEQUENCE OF LABELING PROJECT*

A. The Pilot run will be conducted to test all final procedures before the start up of the labeling project. At this point, as many areas of the Stacks will have been shelfread as possible, which will facilitate the efficiency of the project. The Pilot run should be two weeks. This phase will begin once the BNA printout is given to the Labeling Project Head. The printout will have been reviewed and annotated by Charlene Grass.

Pilot Run

Week I--Supplies will have been accumulated and stored in Room 126. (See the attached list.) All procedures will be conducted this week as if it was Week I of the actual project. (See the attached sheet of procedures.) Problems found in procedures and any needed corrections should be noted. Week I will be an actual week of labeling.

Week II--This week should be spent revising and rethinking through any problems discovered in Week I's simulated labeling project. Needed corrections would then be made. Any final brainstorming would also occur at this time. Final indications of changes in procedures, supplies, time spans and staff needs will be finalized at this point.

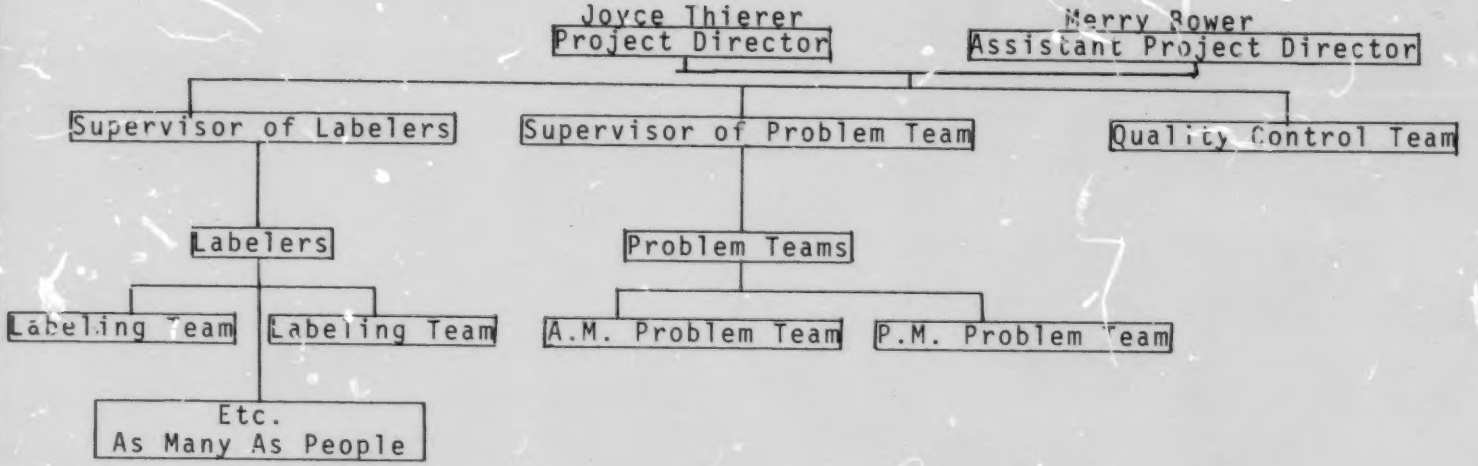
B. The Automated Circulation Committee has indicated the actual start up date to be January 4-8, 1982. There will hopefully be a gap between the Pilot Run and the actual beginning of labeling.

C. The training of all staff who will actually be doing the labeling will be necessary. This is crucial to the overall efficiency, accuracy and quality of this project. During this week, all participants in the labeling project should undergo thorough training in the actual labeling of material, problems which arise, how these problems are to be indicated, and how these problems will be resolved. Lessons in call number sequence will be given to all labeling staff. A lesson packet will be available which will include a stacks guide, an overview of the stacks and its idiosyncracies, a glossary of terms, and flash cards which will provide a self help call number test. This allows for brushing up of skills not heavily used or as learning lessons to members of the library staff who do not handle call numbers daily. This period of training will get the staff thinking "LABELING". This will start the team feeling and open communication. The Problem crew and the Quality Control crew will be given additional training during this time.

D. Labeling begins.

* This was written as a scenario.

## LABELING PROJECT'S STAFF




Labelers is used as a generic term to describe the people who will be labeling actual items.

Problem Team is also a generic term used to describe all people working on resolving problems found as a direct result of labeling.

## STAFF

### Project Director
### Assistant Project Director

Their primary responsibilities include preparing schedules, training personnel, assigning labeling teams and their areas as each shift begins, answering questions, providing daily follow-up, and other tasks to keep the whole project going. One of their main responsibilities is keeping morale up and everyone working at top speed and efficiency. An additional responsibility of these two people is to keep every aspect of the total labeling project on schedule.

### Teams

Each team should consist of student assistants, all levels of classified and unclassified employees.

Labelers

Their primary resonsibility is: to accurately report; to accurately match the label against the printout and the item; to properly place each label; to indicate problems; and to follow procedures.

Each crew will consist of two members. Their makeup will be of varied staff levels. The crews will be paired from the staff as they arrive for their designated shifts.

### Quality Control Team

Their primary responsibility would be to check for the accuracy and the quality of label placement. This would be accomplished by checking at random an item against the printout.

They should work the same length of shift as the labeling crew, approximately 1/2 day or less behind the labeling crew. This crew should consist of approximately one quality control person per labeling crew. These people should be selected on the basis of personality, for being real sticklers for detail to the point of "knit picking"and preferring to work alone.

### Problem Team

Their primary responsibility is to resolve all problems located or indicated by the labeling crew. They will also work in shifts. Hopefully, some will start 1/2 hour later than the labeling crew. The reason for this is that some members on this crew should be there to greet all labeling crew members as they return to get a verbal discussion of common problems, to answer questions, and some need to stay to sort problems by types after others leave.

The problem crew should be approximately one-half to almost the same size as the labeling crew. It takes longer to resolve an individual item's problem than to label an item. University of Waterloo found 25 items per hour to be average.

Staff assigned to this area could bring their area's expertise to this task; for example, Cataloging staff and Circulation staff.

The problem crew should have one full time problem crew supervisor. This crew will use room 126 as a work area. Certain problems will be forwarded to the Cataloging Department. Conversion and labeling uncovers all sorts of errors in the labeling and marking of books. Resolving these errors is a side benefit of automating Circulation.

LABELING KIT

Each labeling team will pick up a labeling kit in room 126 and take it to the area where they will be labeling during their shift.

This kit will consist of:

-a book truck
-a trash sack taped to the end of the truck for trash
-2 sharp pencils
-a box containing rubberbands
-a box containing some scratch paper
-a ruler
-OCR labels
-a section of the printout
-hopefully, one member of a team will have a watch
-a box containing these slips:

INSERT IN PROBLEM BOOKS

NAME_____

CALL NO._____

PROBLEM:

- o item does not completely match entry on printout
- o needs repair before labeling
- o call no. problem
- o needs another OCR label
- o other---describe:

## LABELERS

Each shift will run approximately two hours in length. The day will be divided in this way: 8:00--10:00, 10:00 to 10:15 break, 10:15--12:00, 1:00--3:00, 3:00 to 3:15 break, 3:15--5:00.

The labelers will be divided into teams of two people. Teams will be assigned at the beginning of each shift by the project director or assistant project director. Teams will be assigned as each staff member reports to Room 126 at the beginning of each shift.

1. Staff members are to report to room 126 at the designated time for their shift with clean hands. (Otherwise, the OCR label adhesive will not adhere.)

2. Check the bulletin board for memos on changes, goal sheet information, progress reports, comments, etc.

3. Group with your assigned teammate.

4. Pick up your assigned labeling area of the print-out and the labels (already marked with a green line) for that area.

5. Pick up a labeling kit.

6. Sign out on the posted daily tally sheet.

7. Go to your assigned area to start labeling.

8. Double check to be sure you are in the correct area.

Note: Henceforth, the first person of the team is defined as the person dealing with the print-out and the second person is defined as the person handling the books.

9. Once the labeling team is in their correct assigned area, they are to label by doing steps 10 to 23.

10. The first person may use a ruler or a pencil for ease in reading the correct entry. They will read the item's call number. If the item is not quickly located on the first sweep of the shelf, read the entry. (Having one person use the print-out will avoid entries being overlooked, cross labeled, etc.)

11. The second person of the team hears the item's information. They scan the shelves until they locate the correct item. (Having one person scanning the shelves will speed the location of items, locate misshelved items, and catch some potential problems which could have been overlooked by glancing back and forth between the print-out and the shelves.

12. Items not located in the Stacks on the initial labeling sweep are to be indicated with the following penciled notation in the print-out's left hand margin. "INS"(item not on shelf) will be the standard notation for this type of problem. These notations will later be handled as part of the Problem Team routines.

13. Once the correct item has been located, the second person of the team will remove the book from the shelf.

14. The second person will then read the call number, author, title, and any other distinguishing features to the first person holding the print-out. Read as found in the title/author responsibility section of the printout: title, author, edition, place of pub., pub., date.

15. The team concurs that the book and the entry match., i.e. the entry perfectly describes the book. All indicators as stated in number 14 on the print-out are corresponding to the book's information. If not, it is a problem.

16. If there are any discrepancies the item should be indicated as a problem. The labelers will use only three notations;

label on PO = item found, was a match, and labeled

INS =pencil in INS to indicate the item was not found on the shelf.

P = something about the item, entry or a combination of the two is a problem. The item is pulled and a yellow problem slip is placed in the book. The problems are then taken to Room 126.

17. If the item is a match, the labeling team needs to determine if the physical condition of the book is sturdy enough to label. If so, proceed with the labeling steps. If not, fill out a slip treating the book as a problem. That way the item can be repaired before labeling proceeds.

18. When the book is the correct book, (as it will be in most cases), and the cover is intact, prepare to label.

19. The second person of the team removes one label from a pair of OCR labels. This label is to be attached as stated in the guidelines for labeling.

20. The first person of the team is to take the other half of the paired OCR label from the sheet of labels. This label is to be placed in the left margin of the print-out next to the book's entry.

21. The second person reads the OCR label's last 3 digits of the number to the first person. The first person is to double check for accuracy of the label pairing process. (Note: If one half of a pair of labels becomes torn, wrinkled in placement, dropped on the floor, or will not stick, go to the next pair of OCR labels. Toss the damaged labels in the trash sack on your truck. If a cross pair match of labels occurs, attempt to match one of the unused labels. If this is not possible toss the four labels and use another matching pair repeating step number 21.* If you have an even greater mixup of labels contact either the project director or the assistant director immediately.

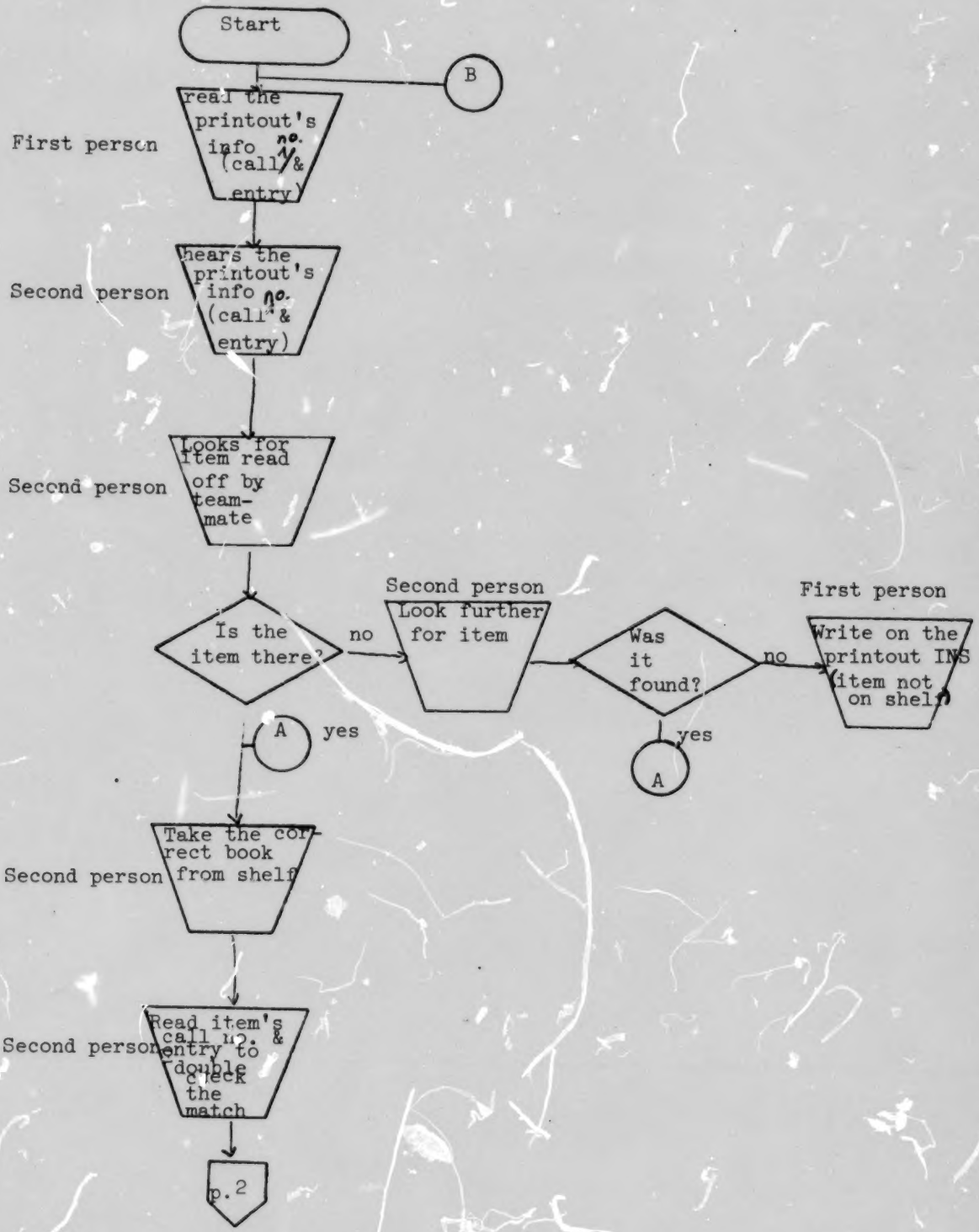
22. This book is to then be reshelved.

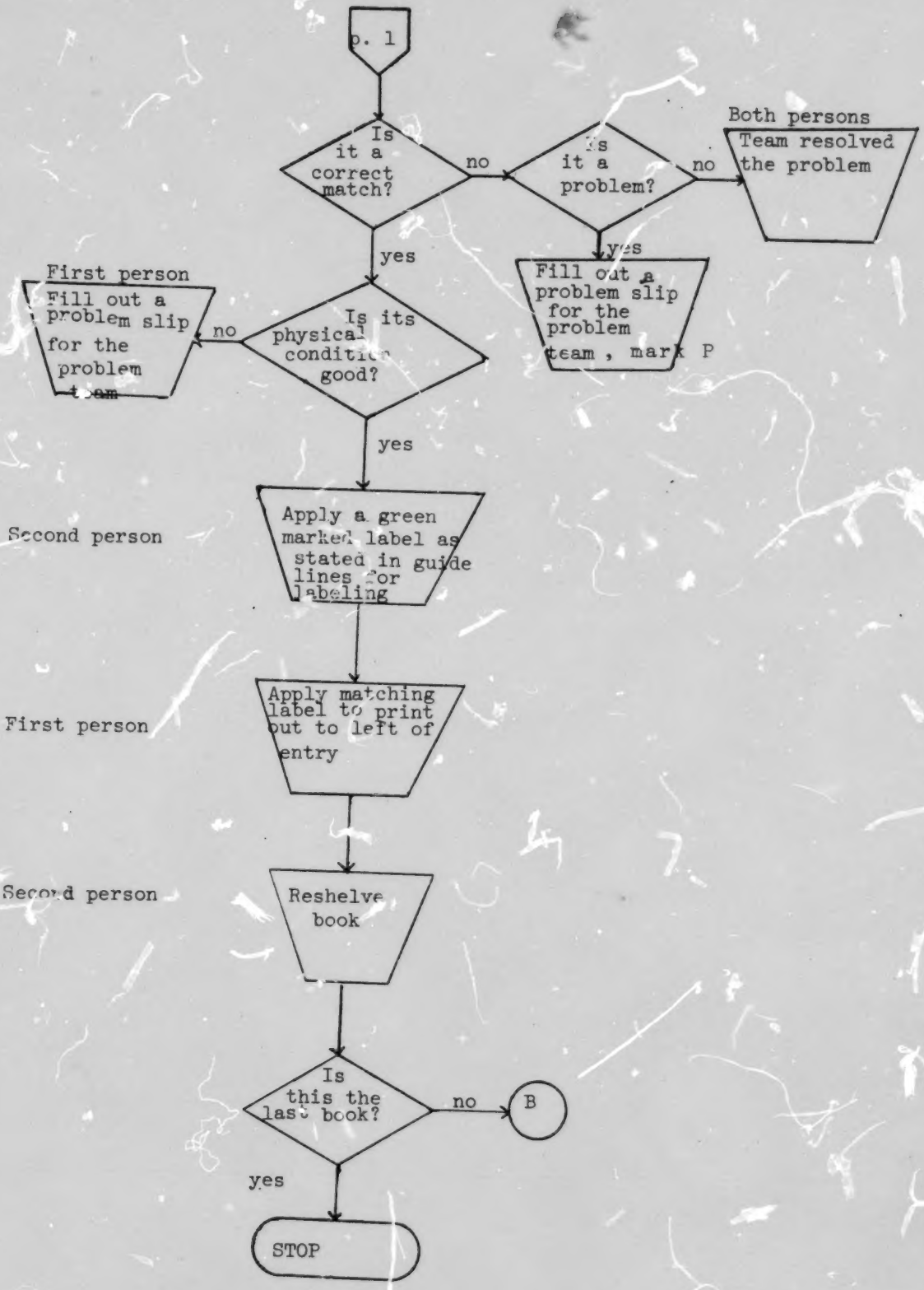
23. The team then proceeds to the next entry on the print-out.

24. Steps 10-23 are to be completed until either the end of the shift or the end of the team's assigned area of labeling.

* Place these damaged labels diagonally on the bottom of the printout sheet.

Once the labeling team is in the stacks with their labeling kits, they begin.




p. 1
Is it a correct match?
no
Is it a problem?
no
Both persons Team resolved the problem
yes
yes
Fill out a problem slip for the problem team , mark P
First person
Fill out a problem slip for the problem team
no
Is its physical condition good?
yes
Second person
Apply a green marked label as stated in guide lines for labeling
First person
Apply matching label to print out to left of entry
Second person
Reshelve book
Is this the last book?
no
B
yes
STOP

LABELERS

25. At the end of the shift or at the end of the team's assigned area of labeling:

A. indicate on the printout either STOP at the point of where you stopped or END to indicate that area has been completed;

B. return to room 126 with labeling kit, unused labels, and printout;

C. deliver problems.

26. Talk to the Problem team to discuss problems, ask questions, etc. Material with notes and handwritten notes to indicate outstanding problems will be collected at this time. These will be brought to the proper supervisor's attention.

27. Leave labeling kit in designated area;

28. Give the printout and labels to the Project Director or Assistant Project Director;

29. Ask questions, etc. of the Project Director or Assistant Project Director

30. Sign out on the posted daily tally sheet. Indicate all information accurately;

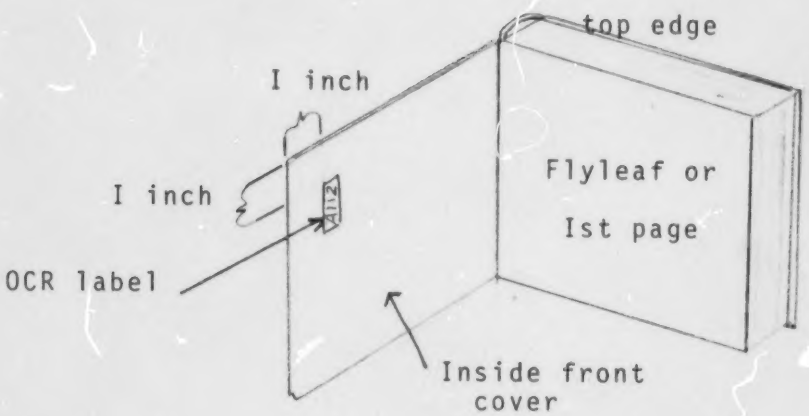
31. Leave.

## GUIDELINES FOR LABEL PLACEMENT

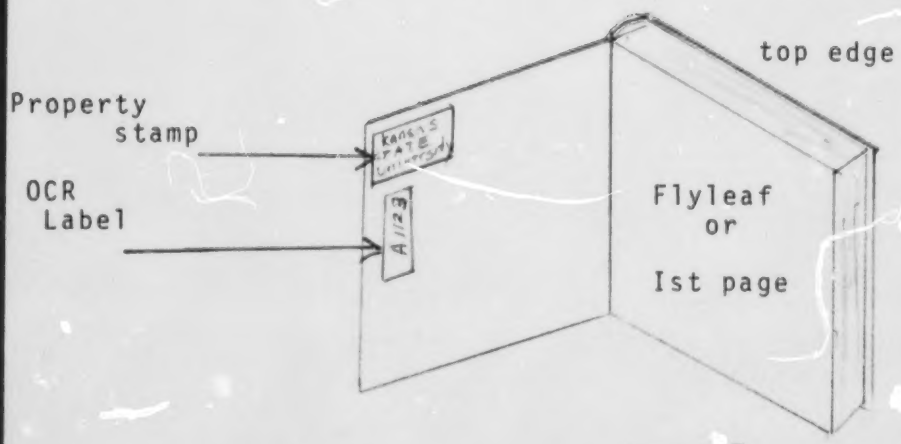
During the Labeling Project all books, both hardback and paperback, are to be labeled:

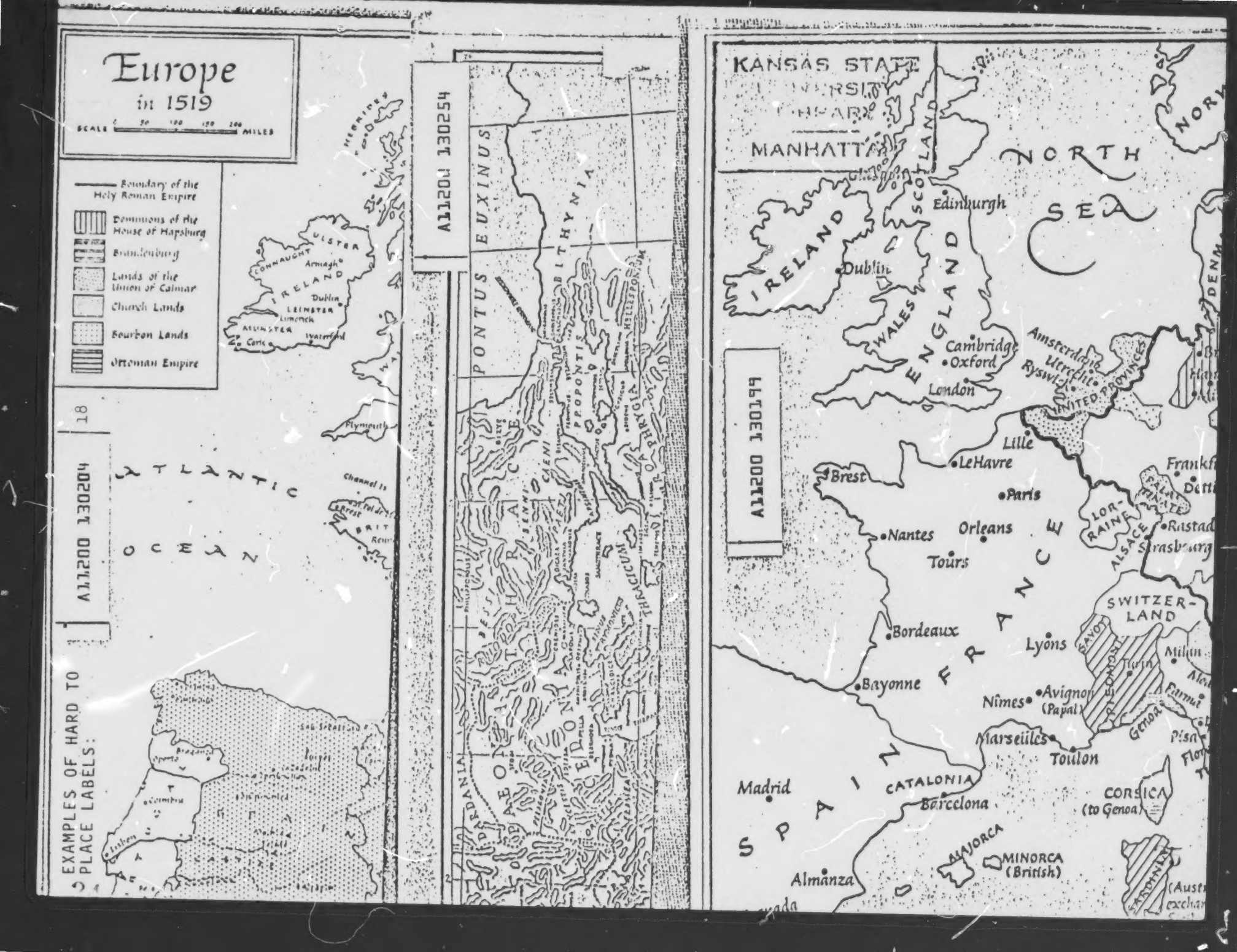
1. One OCR label in each book.
2. Place the label on the inside front cover as shown in the examples below.
3. Place the label <u>one inch</u> from the left edge of the cover and <u>one inch</u> from the top edge of the cover.
4. When the book is property stamped, place the label below the property stamp as shown in example 2

Example 1:




Example 2:




Europe
in 1519
SCALE 50 100 150 200 MILES
Boundary of the Holy Roman Empire
Dominions of the House of Hapsburg
Brandenburg
Lands of the Union of Calmar
Church Lands
Bourbon Lands
Ottoman Empire
A11200 130254
A11200 130204
A11200 130199
18
EXAMPLES OF HARD TO PLACE LABELS:
KANSAS STATE
MANHATTA
ATLANTIC OCEAN
NORTH SEA
IRELAND
SCOTLAND
ENGLAND
WALES
Edinburgh
Dublin
Cambridge
Oxford
London
Amsterdam
Utrecht
Ryswi
UNITED PROVINCES
Lille
LeHavre
Brest
Paris
Nantes
Orleans
Tours
LOR-
RAINE
ALSACE
Rastad
Strasbourg
FRANCE
SWITZER-
LAND
Bordeaux
Lyons
SAVOY
Milan
Bayonne
Nimes
Avignon
(Papal)
Genoa
Pisa
Marseilles
Toulon
SPAIN
Madrid
CATALONIA
Barcelona
CORSICA
(to Genoa)
MAJORCA
MINORCA
(British)
Almanza
PONTUS EUXINUS
BITHYNIA
PROPONTIS
PAPHLAGONIA
THRACIA
MACEDONIA
THRACIUM
MARE AEGAEUM
ULSTER
CONNAUGHT
LEINSTER
MUNSTER
Armagh
Dublin
Limerick
Waterford
Cork
HEBRIDES
Plymouth
Channel Is
BRIT

## LABELED EXAMPLES

Example 1 -- copy information 1st line -- c. 1's are indicated on the printout when copies are elsewhere.
Probably the stacks book will not be marked as such.

Label only c. 1
Note: KKSD c. 2 information as an example of copies elsewhere.

Examples 2 & 3 -- Note: pt. 10 & 11 follows pt. 1 and before pt. 2; because of the computer filing sequence.

Examples 2 & 4 -- Note: c. 2 and c. 3 by labels
Note: label placement

Example 3 -- INS was written on the printout because the item was not on the shelf.

Example 5 -- Note: v. 1-4 label placement

Example 6 -- Pencil in a "P" and fill out a problem slip.

Example 7 -- Typical entry after labeling.

Example 8 -- Represents a labeling mistake.

LABELERS: When writing a c., pt., v., t., bd., ( etc. as on call number instructions) on the printout; always use the notation as found on the item's spine. Example 5 could as easily have been a t. label or bd. label as it was a v. label.

## KANSAS STATE UNIVERSITY SHELF LIST

Examples:

(1)
KKSA CB53.D85 pt. 1 c.1
Durant, William James, 1885-
Our Oriental heritage : being a history of civilization in Egypt and the Near East to the death of Alexander, and in India, China and Japan from the beginning to our own day, with an introduction on the nature and foundation of civilization / by Will Durant. -- New York : Simon and Schuster, 1954, c1935. xxxii, 1049 p., [63] p. of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 1)
Bibliography: p. 945-955. Includes index.
1. Orient--Civilization.
ocl74742234
U2-742234
A11200 130074
KKSA CB53.D85 pt. 1 1
KKSD CB53.D85 pt. 1 2

(2)
KKSA CB53.D85 pt. 10 c.2-3
Durant, William James, 1885-
Rousseau and Revolution : a history of civilization in France, England, and Germany from 1756, and in the remainder of Europe from 1715, to 1789 / by Will and Ariel Durant. -- New York : Simon and Schuster, 1967. xx, 1091 p., [64] p. of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 10)
Bibliography : p. 967-981. Includes index. 67-14239
1. Europe--Civilization--18th Century. 2. Rousseau, Jean Jacques, 1712-1778.
ocl74751149
U3-751149
A11200 130131
c.2 c.3 A11200 130199
KKSA CB53.D85 pt. 10 2-3

(3)
KKSA CB53.D85 pt. 11
Durant, William James, 1885-
The age of Napoleon : a history of European civilization from 1789 to 1815 / by Will and Ariel Durant. -- New York : Simon and Schuster, 1975. xxi, 372 p., [32] leaves of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 11)
Bibliography: p. 781-788. Includes index. ISBN 0-671-21988-X (pt. 11) 75-6888
1. Europe--Civilization.
2. Europe--History--1789-1815.
3. Napoleon I, Emperor of the French, 1769-1821.
ocl71256901
X3-256901
INS
KKSA CB53.D85 pt. 11

(4)
KKSA CB53.D85 pt. 2 c.1-2
Durant, William James, 1885-
The Life of Greece : being a history of Greek civilization from the beginnings, and of civilization in the Near East from the death of Alexander, to the Roman conquest, with an introduction on the prehistoric culture of Crete / by Will Durant. -- New York : Simon and Schuster, 1939. xviii, 754 p., [47] p. of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 2)
Bibliography: p. 673-679. Includes index.
1. Greece--History.
2. Civilization, Greek
ocl74742412
U4-742412
A11200 130254
c.1 c.2 A11200 130319
KKSA CB53.D85 pt. 2 1-2

LABELED EXAMPLES

LABELED EXAMPLES

(5)

KKSA CB151.B4 1971 v.1-4
Bernal, John Desmond, 1901-
Science in history [by] J. D. Bernal. -- Cambridge, Mass. : M.I.T. Press, [1971, c1969] 4 v. (1328, xxv p.) illus. 21 cm.
Includes bibliographies. CONTENTS: v. 1. The emergence of science.--v. 2. The scientific and industrial revolutions.--v. 3. The natural sciences in our time.--v. 4. The social sciences: conclusion. ISBN 0-262-02073-4 (v. 1) ISBN 0-262-52020-6 (pbk., v. 1) 78-136489
1. Science and civilization.
2. Civilization--History.
ocl70212044
Y5-212044810324
KKSA CB151.B4 1971 1-4

A11200 130335

v. 1

v.2 A11200 130042

v.3 A11200 130107

v.4 A11200 130165

(6)

KKSA CB156.M52 1977
Michanowsky, George.
The once and future star / George Michanowsky. -- New York : Hawthorn Books, c1977. 148 p. : ill. ; 22 cm.
Bibliography: p. 131-138. Includes index. ISBN 0-8015-5505-1 76-41980
1. Astronautics and civilization.
2. Cuneiform inscriptions, Sumerian.
3. Civilization, Ancient.
4. Atlantis.
ocl73504533
Y9-504533
KKSA CB156.M52 1977

(7)

KKSA CB156.T45 1976
Temple, Robert K. G.
The Sirius mystery / Robert K. G. Temple ; illustrated with plates and diagrs. -- New York : St. Martin's Press, [c1976.] viii, 290 p. [8] leaves of plates : ill. ; 24 cm.
Bibliography: p. [274]-282.
Includes index. 74-83583
1. Interplanetary voyages.
2. Dogons (African people)
3. Sirius.
ocl71583738
X3-583738
KKSA CB156.T45 1976

A11200 130343

(2) A11200130288 labels issued

## FILLING OUT A PROBLEM SLIP

A problem is discovered requiring a book to be removed from the shelf. Fill out a yellow slip (entitled "Insert in Problem Books") with your name, call number of the book (a safeguard in case slip gets separated from the book) and check the appropriate box(es). Insert in book, place on book truck provided. Problems will be routed to Room 126.

CHECK:

1st Box: if information in the book (title, author, edition, place of publication, publisher, and date) does not exactly match corresponding information on printout record.

2nd Box: if cover is about to become detached from book.

3rd Box: if you find two different books with the same call number, etc. Check boxes 1 and 3 if the call number on the book does not match the call number on the printout record (but keep in mind minor discrepancies such as punctuation should be ignored).

4th Box: if OCR label is wrinkled or torn while being applied to book.

5th Box: if none of the other categories applies and describe problem briefly.

INSERT IN PROBLEM BOOKS

NAME Merry Bower

CALL NO. D16.14. B38

PROBLEM:

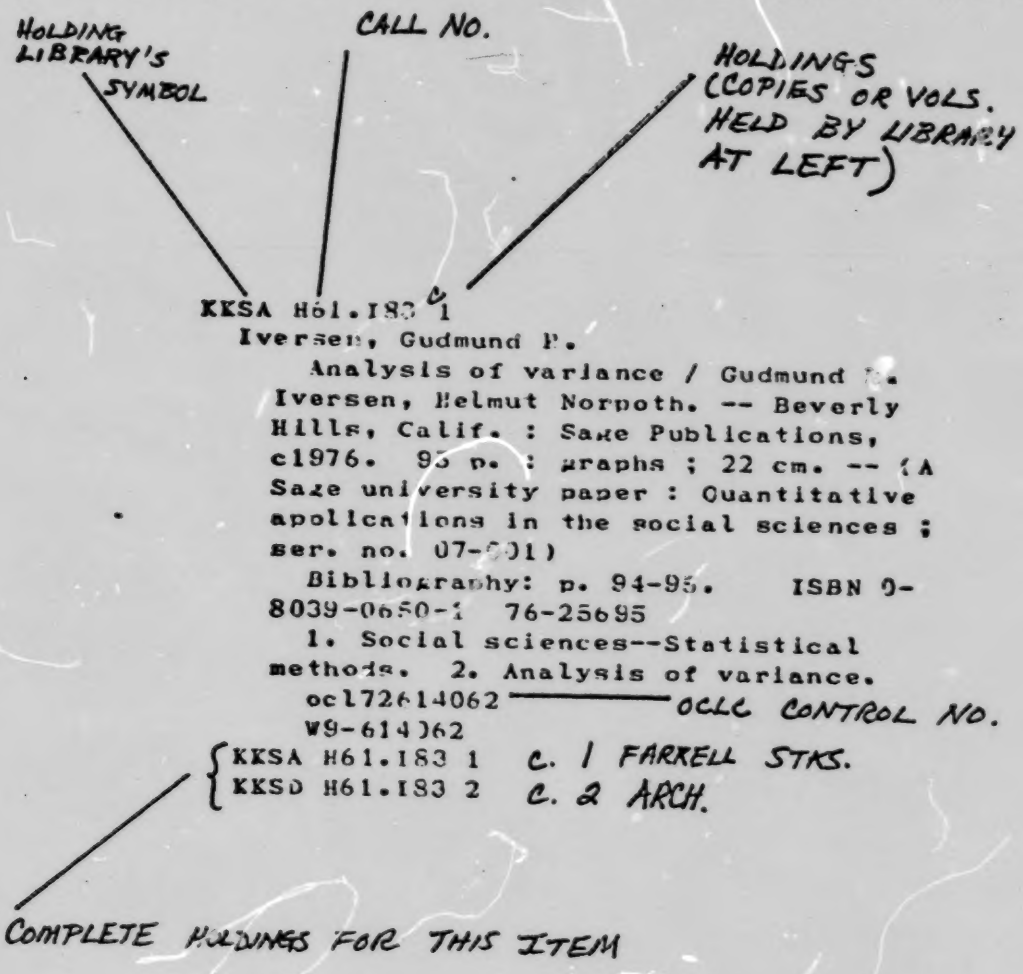
- ✓ item does not completely match entry on printout
- ○ needs repair before labeling
- ✓ call no. problem
- ○ needs another OCR label
- ○ other---describe:



31

PRINTOUT

The printout consists of all records processed by the OCLC Department from December 1977 through August 1981 (including a number of older records converted to machine-readable form via OCLC's retrospective conversion project) and 40,000 machine-readable records purchased from Blackwell North America Co. (BNA).


HOLDING LIBRARY'S SYMBOL
CALL NO.
HOLDINGS (COPIES OR VOLS. HELD BY LIBRARY AT LEFT)
KKSA H61.I83 c.1
Iversen, Gudmund R.
Analysis of variance / Gudmund R. Iversen, Helmut Norpoth. -- Beverly Hills, Calif. : Sage Publications, c1976. 95 p. : graphs ; 22 cm. -- (A Sage university paper : Quantitative applications in the social sciences ; ser. no. 07-001)
Bibliography: p. 94-95. ISBN 0-8039-0650-1 76-25695
1. Social sciences--Statistical methods. 2. Analysis of variance.
ocl72614062
OCLC CONTROL NO.
W9-61462
KKSA H61.I83 1 c. 1 FARRELL STKS.
KKSD H61.I83 2 c. 2 ARCH.
COMPLETE HOLDINGS FOR THIS ITEM

EXAMPLE OF RECORD
(See above)

The first line of the record consists of: holding library's symbol (KKSA, KKSD, etc.) or "DUKS" (indicating a BNA record rather than OCLC record), followed by call number and holdings (copies or volumes held by that library). The rest of the record looks very much like an ordinary catalog record except for the physical description which does not begin a new paragraph and the notes which are printed in a single paragraph. Subject headings are followed by the OCLC control number (ocl17xxxxxxxx) or BNA control number. The last line(s) of the record list(s) complete holdings for the item represented by the record.

## "PROBLEM" NOTATIONS USED ON PRINTOUT

The following is a list of notations which have been used on the printouts you will receive. Some of these notations were devised to indicate problem items which should not be labeled until the Problem Team has had an opportunity to examine each item more closely. Other notations have been used to alert labelers to certain points (e.g., records out of sequence, copy and volume numbers). Labelers will not be adding these notations to the printout. The only notations labelers will add to the printout are "INS" (item not on shelf), "STOP" or "END" and copy or volume number designations next to OCR labels. Most notations are written to the left or right of the call number.

| | |
|---|---|
| LEFT MARGIN | |
| Red "X" | (Appears in combination with a notation in the right margin which identifies the specific problem.) SKIP THIS RECORD. DO NOT ATTEMPT TO LABEL ITEM. |
| Red step | Record(s) out of sequence. |
| RIGHT MARGIN | |
| X P | Problem (unspecified). |
| X SR | Set record. (Set record labeled as a problem only when analytic(s) for the set also appear on printout. Label analytic(s); skip set record.) |
| X S | Serial record. |
| X NB | Nonbook item. |
| X W | Record contains a With or Bound with note. |
| X R | Remove BNA record (BNA-OCLC dups) |
| X dup | Duplicate BNA records |
| X C | To be corrected via OCLC |
| OTHER | |
| Size circled | Items 31 cm or larger (possibly located on Folio shelf). |
| "c" or "v" | Copy or volume. |
| "RF","JL", "DC-MA" | Sublocation (written in green ink). |

EXPLANATIONS OF PROBLEM NOTATIONS FOUND ON PRINTOUT

(Examples follow)

1. X P = Unspecified problem noted on printout during preliminary annotation. Signifies labelers are to skip record during OCR labeling.

2. X SR = Set record. The record is not to be labeled. Analytics which follow are to be labeled. (H33.E3 vol. 1 and H33.E3 vol. 2)

3. * = Record is out of sequence. (Call number should be H31.I5 no. 2)

4. Foreign term or abbreviation may be used instead of its English equivalent, vol. Use term appearing in call no. on book's spine to designate OCR label.

5. HA29M17 = Lacks decimal point in front of the cutter number. This is a minor call number problem to be resolved at linking, but will not prevent OCR labeling.

6. * = Record out of sequence. (Spacing in call number)

7. * = Record out of sequence. (Minor call number problem)

8. Analytic records illustrating computer filing arrangement. (Records not marked with red stars even though out of shelf sequence. Were fairly easy to locate on shelf because they stand close together.)

9. Copy notation.

KKSA H31.W6 v.2, no.1
Alden, George Henry, 1866-
New governments west of the Alleghenies before 1780. (Introductory to a study of the organization and admission of new states) By George Henry Alden. -- Madison, Wis., The University, 1897. vii, 74 p. illus. (maps) 24 cm. -- (Bulletin of the University of Wisconsin. Historical series, v. 2, no. 1)
Thesis (Ph. D.)--University of Wisconsin, 1896. Bibliography: p. 71-74. 8-3649
1. United States--Politics and government--Colonial period, ca. 1600-1775. 2. The West--History.
ocl73978259
V1-978259

(1) KKSA H31.W6 v.2, no.1

X KKSA H31.We3v.9 no.1 no.905 P
McKitrick, Reuben.
The public land system of Texas, 1823-1910. By Reuben McKitrick. -- Madison, 1918. 172 p. incl. map. 24 cm. -- (Bulletin of the University of Wisconsin, no. 905.)
Economics and political science series, v.9, no.1, p. 1-172
Bibliography : p. 167-172. agr20-126
1. Texas--Public lands.
ocl72482804
W6-482804
KKSA H31.W63v.9 no.1 no.905

(2) X KKSA H33.E3 1-2 SR
Edel, Abraham, 1908-
Science, ideology, and value / Abraham Edel. -- New Brunswick, N.J. : Transaction Books, c1979- v. ; 24 cm.
Includes bibliographical references and index. CONTENTS: v. 1. Analyzing concepts in social science. ISBN 0-87855-143-3 (v. 1) 78-5133
1. Social sciences--Methodology--Collected works. 2. Social sciences--Philosophy--Collected works.
ocl73770711
W8-770711810302

35

KKSA H33.E3 vol. 1
Edel, Abraham, 1908-
Analyzing concepts in social science / Abraham Edel. -- New Brunswick, N.J. : Transaction Books, c1979. xiv, 351 p. ; 24 cm. -- (His Science, ideology, and value ; v. 1)
Includes bibliographical references and index. ISBN 0-87855-143-3 76-50327
1. Social sciences. 2. Concepts. 3. Social values.
ocl73772386
V5-772386
KKSA H33.E3 vol. 1

KKSA H33.E3 vol. 2
Edel, Abraham, 1908-
Exploring fact and value / Abraham Edel. -- New Brunswick, N.J. : Transaction Books, c1980. xxii, 369 p. ; 24 cm. -- (His Science, ideology, and value ; v. 2)
Includes bibliographical references and index. ISBN 0-87855-229-4 78-62886
1. Values. 2. Fact (Philosophy) 3. Science and ethics. 4. Technology and ethics. 5. Social sciences and ethics.
ocl76914696
S2-914696810302
KKSA H33.E3 vol. 2

KKSA H33.F3
Fairchild, Henry Pratt, 1880-
Versus: reflections of a sociologist. -- New York, Philosophical Library [c1950] xvii, 203 p. 23 cm.
1. Social sciences--Addresses, essays, lectures.
ocl71548027
X2-548027
KKSA H33.F3

36

Hewitt, Abram S
Selected wr
Nevins. With
Murray Butler
Y., Kennikat
414 p. port.
64-24462
ocl7083250
Y2-932504
KKSA H33.H4 19

KKSA H33.O7 1967
Orage, Alfred
Political
from the New
1934, with a
the New age,
Montgomery B
Maurice Colb
Freeport, N.
Press, [1967
Index reprin
Reprint of
1. Economi
lectures, 2
Addresses, e
ocl7377877
Y1-778708
KKSA H33.O7 19

KKSA H33.R5 1955
Riesman, David
Selected e
reconsidered
Doubleday,
-- ((Double
55-4139
1. Social
essays, lect
ocl7016611
YO-166114
KKSA H33.R5 19

KKSA H33.R51
Riesman, David
Individuali
other essays
Press [1
54-22
1. Social

KKSA H1.A45
Cheyney, Edward Potts, 1861-
History of the University of Pennsylvania, 1740-1940, by Edward Potts Cheyney. -- Philadelphia, University of Pennsylvania Press, 194). x p., 2 l., 3-461 p. 25 cm.
"The printed and manuscript material used in the preparation of this volume and all other known references to the history of the University have been listed, and this list will be preserved in the University library in accessible form for the use of subsequent investigators."--Pref. 40-32404
1. Pennsylvania. University--History.
ocl72015455
W5-)15455
KKSA H1.A45

(3)
*KKSA H3l.I5 no. 2
Dean, Joel, 1906-
The management counsel profession, by Joel Dean. -- Bloomington, Indiana University [1940] 89 p. 26 cm. -- (Indiana university publications. Social science series. no. 2, 1940)
40-28212
1. Efficiency, Industrial.
ocl72436587
W9-436587
KKSA H3l.I5 no. 2

27



KKSA H3.C514 no.115
Burton, Ian.
The human ecology of coastal flood hazard in megalopolis. By Ian Burton, Robert W. Kates [and] Rodman E. Snead. -- Chicago, Dept. of Geography [University of Chicago] 1969. xiv, 196 p. illus. (part col.), col. maps. 23 cm. -- (University of Chicago. Dept. of Geography. Research paper no. 115)
Revised version of The shores of megalopolis; coastal occupance and human adjustment to flood hazard, by Ian Burton and others, Publications in climatology, vol. 23, no. 3.
Bibliography: p. 191-196. 68-57867
1. Coasts--U.S. 2. Floods--U.S.
ocl70011105
Y8-911105
KKSA H3.C514 no.115

KKSA H11.A4 v.5 no.3
Academy of political science, New York.
The government of the city of New York. -- New York, The Academy of political science, Columbia university, 1915. iv, 263 p. 25 cm. -- (Its Proceedings vol. 5, no. 3)
15-15673
1. New York (City)--Politics and government.
ocl73058506
Y8-058506
KKSA H11.A4 v.5 no.3

KKSA H11.A7P3H37
Haskell, Thomas L., 1939-
The emergence of professional social science : the American Social Science Association and the nineteenth-century crisis of authority / Thomas L. Haskell. -- Urbana : University of Illinois Press, c1977. xii, 276 p. ; 24 cm.
Bibliography: p. [257]-258.
Includes indexes. ISBN 0-252-00608-



*KKSA H11.147 va
Hayek, Friedr
Full empl
A. Hayek. -
Economic A
cm. -- (Occ
of Economic
"Hayek's
published
Includes bi
ISBN 0-255-
1. Unempl
lectures.
Addresses,
ocl719567
X6-856764
KKSA H11.147

KKSA H11.147 no
Prest, Alan
Financing
study of un
students in
Prest. -- [
Economic Af
-- (IEA Occ
67-112615
1. Schola
2. Student
ocl733191
V3-319161
KKSA H11.147

KKSA H11.147 no
Allen, George
Economic
rejoinder t
lectures [b
London, Ins
1969. 43 p.
Economic Aff
papers, no.
Bibliogra
1. Indust
Kenneth, 1
ocl72271
17-471
KKSA H11.147

(4)

KKSA H62.K6422 ●Band 7
König, René, 1906-
Handbuch der empirischen Sozialforschung/ hrsg. von René König. -- Stuttgart: Enke, 1973- v.: ill.; 19 cm. -- (Flexibles Taschenbuch. Soz)
Bd. 1-4: 3., umgearb. u. erw. Aufl.; Bd. 2., völlig neub. Aufl. CONTENTS: Bd. 1. Geschichte und Grundprobleme der empirischen Sozialforschung.--Bd. 2-3b. Grundlegende Methoden und Techniken der empirischen Sozialforschung.--Id. 4. Komplexe Forschungsansätze.--Bd. 5. Soziale Schichtung und Mobilität.--Bd. 6. Jugend.--Bd. 7. Familie Alter. ISBN 3-432-02181-X 74-304193
1. Social science research--Addresses, essays, lectures. 2. Sociology--Addresses, essays, lectures.
ocl71649792
X6-649792
KKSA H62.K6422 =Band 7

KKSA H62.K69
Krausz, Ernest.
Social research design [by] Ernest Krausz and Stephen H. Miller. -- [London] Longman [1974] x, 118 p. 20 cm. -- (Aspects of modern sociology. Social research)
Label on t.p.: Distributed in the U.S.A. by Longman Inc., New York. Includes bibliographical references. ISBN 0-582-48763-6 ISBN 0-582-48764-1 (pbk.) 73-86127
1. Social science research. 2. Social sciences--Methodology.
ocl7100787)
X0-007870
KKSA H62.K69

28

39

KKSA H62.K74 c.1-2
Krimerman, Leonard I., comp.
The nature and scope of social science; a critical anthology, edited by Leonard I. Krimerman. -- New York, Appleton-Century-Crofts [1969] xi, 736 p. illus. 24 cm. -- (The Century philosophy series)
Includes bibliographical references. SBN 390-52678-9 69-13107
1. Social sciences--Addresses, essays, lectures. 2. Social sciences--Methodology--Addresses, essays, lectures.
ocl70011956
Y3-011956
KKSA H62.K74 1-2

KKSA H62.K755
Krug, Mark M., 1915-
The new social studies; analysis of theory and materials [by] Mark M. Krug, John B. Foster [and] William B. Gillies, III. -- Itasca, Ill., F. E. Peacock Publishers [1970] 341 p. illus. 23 cm.
Bibliography: p. [325]-331. 78-86197
1. Social sciences--Study and teaching--Addresses, essays, lectures.
ocl70115984
Y4-115984
KKSA H62.K755

KKSA H62.L24 1975
Labovitz, Sanford, 1935-
Introduction to social research / Sanford Labovitz, Robert Hagedorn. -- 2d ed. -- New York : McGraw-Hill, [1975] c1976. xii, 147 p. ; 21 cm.
Includes bibliographies and index. ISBN 0-07-035776-5. ISBN 0-07-035775-7 pbk. 75-6909
1. Social science research.

40

KKSA H62.L243
Lachenmeyer
The ess
Copernica
Lachenmey
[1973] v
Include
73-158118
1. Soci
2. Social
ocl7061
Y4-6102
KKSA H62.L2

KKSA H62.L42
Leeds, Ruth
Using s
business
seminar,
Thomasina
Published
Research
Irwin, 19
Biblio
1. Soci
2. Indust
ocl7056
Y5-5474
KKSA H62.L4

KKSA H62.L425
Leinwand, G
Teachin
studies i
Gerald Le
-- New Yo
c1968] x
(Pitman ed
Include
67-10230
1. Soci
teaching
study and
KKSA H62.L425

(5)

KKSA HA29M17
McCormick, Thomas Carson, 1892-
Elementary social statistics, by Thomas Carson McCormick. -- 1st ed. -- New York and London, McGraw-Hill, 1941. x, 353 p. incl. diagrs., tables. 23 cm. -- (McGraw-Hill publications in sociology.)
"References" at end of each chapter.
1. Statistics.
ocl70736651
Y5-736651
KKSA HA29M17

KKSA HA29.M219
Mack, Sidney F.
Elementary statistics. -- New York, Holt [1960] 198 p. illus. 24 cm.
60-7978 /L/r
1. Statistics.
ocl70166650
Y0-166650
KKSA HA29.M219

KKSA HA29.M228
McMillen, Ardee Wayne, 1896-
Statistical methods for social workers. -- [Chicago] University of Chicago Press [1952] 564 p. illus. 24 cm.
52-9736
1. Statistics. 2. Social service.
ocl70166657
Y6-166657
KKSA HA29.M228

KKSA HA29.M23 1955
McNemar, Quinn, 1900-
Psychological statistics. -- 2d ed. -- New York, Wiley [c1955] 408 p. illus. 22 cm. -- (A Wiley publication in psychology)

KKSA HA29.M23 1962
McNemar, Quinn, 1900-
Psychological statistics. -- 3d ed. -- New York, Wiley [1962] 451 p. illus. 24 cm.
62-10926 /L
1. Statistics.
ocl70166419
Y0-166419
KKSA HA29.M23 1962

KKSA HA29.M23 1969
McNemar, Quinn, 1900-
Psychological statistics. -- 4th ed. -- New York, Wiley [1969] vii, 529 p. illus. 24 cm.
SBN 471-58708-7 79-76057
1. Statistics.
ocl70019920
Y6-019920
KKSA HA29.M23 1969

KKSA HA29.M246
Mansfield, Edwin, comp.
Elementary statistics for economics and business; selected readings. -- [1st ed.] -- New York, Norton [1970] x, 290 p. illus. 21 cm.
Bibliography: p. 289-290. SBN 393-09876-1 69-20407
1. Statistics--Addresses, essays, lectures.
ocl70067575
YX-067575
KKSA HA29.M246

KKSA HA29.M2477
Marascuilo, Leonard A.
Nonparametric and distribution-free methods for the social sciences / Leonard A. Marascuilo, Maryellen

KKSA HA29.M248
Marascuilo, Leonar
Statistical me
science research
Marascuilo. -- N
[1971] xx, 57
(McGraw-Hill ser
Bibliography:
040185-3 70-13
1. Statistics
ocl70130886
Y2-130886
KKSA HA29.M248

KKSA HA29.M262
Mark, Mary Louise
Statistics in
in statistical
Columbus, Burea
College of Comm
Administration,
[1958] 436 p.
State Universit
Research public
Includes bibl
1. Statistics
ocl72030599
W5-030599
KKSA HA29.M262

KKSA HA29.M263
Markus, Gregory E.
Analyzing pane
Markus. -- Bever
Sage Publication
cm. -- (A Sage u
series) (Quanti
the social scienc
Bibliography:
8039-1372-8
1. Social scien

(6) *KKSA H31 .I44 v. 45 1975
Blair, George S.
Cumulative voting : an effective electoral device in Illinois politics / George S. Blair. -- Westport, Conn. : Greenwood Press, 1975, c1960). xi, 145 p. : maps ; 22 cm.
Reprint of the ed. published by the University of Illinois Press, Urbana, which was issued as v. 45 of Illinois studies in the social sciences. Originally presented as the author's thesis, Northwestern University.
Bibliography: p. 138-141. Includes index. ISBN 0-8371-8174-7 75-10210
1. Illinois. General Assembly. House of Representatives--Elections.
2. Voting--Illinois.
ocl71502234
X7-502234
KKSA H31 .I44 v. 45 1975

(7) *KKSA H31.c7 no.187
Huang, Han Liang, 1893-
The land tax in China, by Han Liang Huang. -- New York, Columbia university; [etc., etc.] 1918. 180 p. 25 cm. -- (Studies in history, economics and public law, ed. by the faculty of political science of Columbia university. vol. LXXX, no. 3; whole no. 187.)
Published also as thesis (Ph. D.) Columbia university, 1918.
Bibliography: p. 173-175. 18-17905 rev
1. Land value taxation--China.
ocl73777684
V5-777684
KKSA H31.c7 no.187

KKSA H31 .J62 ser.1 no.8
Adams, Herbert Baxter, 1850-1901.
Norman constables in America. Read before the New England historic genealogical society, February 1, 1882, by Herbert B. Adams, PH. D. -- Baltimore, Johns Hopkins university, 1883. 1 p. l., 38 p., 1 l. 24 cm. -- (Johns Hopkins university studies in historical and political science. [1st ser.] VIII)
"Reprinted from the N. E. historical and genealogical register for April, 1882."
1. Constables.
ocl70509518
Y2-509518
KKSA H31 d.J62 ser.1 no.8

KKSA H31.A4
Academy o
The e
New Yor
(Procee
"A se
pamphle
women i
Women's
Woerish
p.188-1
The his
work in
Sumner.
industr
binderi
trainin
Alice P
salesma
The edu
by Emil
and the
N, King
by Mary
work of
Kelley;
for equ
York c
action;
movemen
Alice P
appreci
of New
Vocatio
Sarah L
girls f
Woolman
by M. P
constitu
protect
Proceed
declaration
Pittsburgh
I.

s adjustment
many, and the
York, National
esearch;
bia University
p. illus. 24 cm.
of Economic
l paper 106)
otnotes. 68-13557
ents--Japan.
ts--Germany
949- )
ts--Netherlands.

31

) 1904-
ness cycles:
plication to
0-67) [by] Ilse
National Bureau of
istributed by
Press, 1969. 111
National Bureau
Occasional

tnotes. SBN

2. Germany
949- )--Economic

tion of interest
National Bureau of
istributed by
Press, 1969 [i.e.,
illus. 23 cm. --
Economic Research.
)

8

KKSA H11.N2432 no. 109
Gronau, Reuben, 1937-
The value of time in passenger transportation: the demand for air travel. -- New York, National Bureau of Economic Research; distributed by Columbia University Press, 1970. xiv, 74 p. illus. 24 cm. -- (National Bureau of Economic Research. Occasional paper, 109)
A revision of the author's thesis, Columbia University, 1967.
Bibliography: p. [69]-71. SBN 87014-219-4 70-81205
1. Aeronautics, Commercial--U.S.--Passenger traffic.
2. Transportation--U.S.--Passenger traffic.
ocl70087588
Y0-087588
KKSA H11.N2432 no. 109

KKSA H11.N2432 no. 11
Whittlesey, Charles Raymond, 1900-
The effect of war on currency and deposits. -- New York, National Bureau of Economic Research, 1943. 3 p. l., 50 p. diagrs. 23 cm. -- (National Bureau of Economic Research. Occasional paper 11) (National Bureau of Economic Research. Federal Research Program. Our economy in war, no. 3)
Facsimile of the original book, produced by University Microfilms. 43-17356
1. Currency question--United States. 2. Inflation (Finance)--United States.
ocl70675679
Y4-675679
KKSA H11.N2432 no. 11

15

KKSA H11.N2432 no. 110
Dickinson, Frank Greene, 1899-1967.
The changing position of philanthropy in the American economy, With an introd. by Solomon Fabricant. -- New York, National Bureau of Economic Research; distributed by Columbia University Press, 1970. xiv, 222 p. 24 cm. -- (National Bureau of Economic Research. Occasional paper 110)
Includes bibliographical references. SBN 87014-209-7 74-87221
1. Charities--U.S. 2. Public welfare--U.S.
ocl70097857
Y4-097857
KKSA H11.N2432 no. 110

KKSA H11.N2432 no. 111
Nelson, Ralph Lowell, 1926-
Economic factors in the growth of corporation giving [by] Ralph L. Nelson. -- New York, National Bureau of Economic Research, 1970. xvii, 116 p. illus. 24 cm. -- (National Bureau of Economic Research. Occasional paper 111)
Publications of Russell Sage Foundation. Includes bibliographical references. SBN 87154-615-8 70-104182
1. Corporations--Charitable contributions--U.S.
ocl70094029
Y1-094029
KKSA H11.N2432 no. 111

KKSA H11.N2432 no. 113
Klein, Philip A.
The cyclical timing of consumer credit, 1920-67 [by] Philip A. Klein. -- New York, National Bureau of Economic Research; distributed by Columbia University Press, 1971. 95 p. illus. 24 cm. -- (National Bureau of Economic Research. Occasional paper 113)

16

KKSA H61.D76
Dror, Yehezkel, 1928-
Ventures in policy sciences; concepts and applications. -- New York, American Elsevier Pub. Co. [1971] xi, 321 p. 24 cm. -- (Policy sciences book series)
Includes bibliographical references.
ISBN 0-444-00106-9 78-158632
1. Policy sciences.
ocl70217285
Y2-217285
KKSA H61.D76

(9)

KKSA H61.D82 c 1 ~~KKSD 2~~
Dubin, Robert.
Theory building. -- New York, Free Press [1969] ix, 298 p. illus. 21 cm.
Includes bibliographical references.
69-19489
1. Social sciences--Methodology.
2. Social science research.
ocl70160506
Y2-160506
KKSA H61.D82 1 KKSD 2

KKSA H61.D82 1978
Dubin, Robert.
Theory building / Robert Dubin. -- Rev. ed. -- New York : Free Press, c1978. xiii, 304 p. ; 25 cm.
Bibliography: p. 281-287. Includes index. ISBN 0-02-907620-X 77-90010
1. Social sciences--Methodology.
2. Social science research.
ocl73631336
V1-631336
KKSA H61.D82 1978

KKSA H61.D882
Dunn, William N.
Public policy analysis : an introduction / William N. Dunn. -- Englewood Cliffs, N.J. : Prentice-Hall, c1981. xii, 388 p. : graphs ; 24 cm.
Includes bibliographies and indexes.
ISBN 0-13-737957-9 80-19571
1. Policy sciences.

17

KKSA H61.D94
Dye, Thomas R.
Policy analysis : what governments do, why they do it, and what difference it makes / Thomas R. Dye. -- University : University of Alabama Press, c1976. vi, 122 p. : diagrs. ; 22 cm.
Includes bibliographical references and index. ISBN 0-8173-4834-4.
ISBN 0-8173-4835-2 pbk. 75-37717
1. Policy sciences.
ocl71859870
X3-859870
KKSA H61.D94

KKSA H61.D96
The Dynamics of public policy : a comparative analysis / edited by Richard Rose ; contributors, Tom Bowden ... et al. -- London ; Beverly Hills, Calif. : Sage Publications, c1976. 268 p. : ill. ; 22 cm.
"This volume follows from a conference of the [comparative public policy] work group [of the Committee on Political Sociology] at Cumberland Lodge, Windsor Great Park, England, May 6-10, 1974." Includes bibliographies. ISBN 0-8039-9865-8.
ISBN 0-8039-9966-6 pbk. 75-31293
1. Policy sciences--Congresses.
ocl72345831
W8-345831
KKSA H61.D96

KKSA H61.E17
Easing transition in southern Africa : new techniques for policy planning / Charles C. Slater ... [et al.] -- Boulder, Colo. : Westview Press, 1979. xvi, 183 p. ; 24 cm. -- (A Westview replica edition)
Bibliography: p. 105-108. Includes index. ISBN 0-89158-481-1 79-5018
1. Policy sciences--Mathematical models. 2. Food supply--Lesotho--Mathematical models. 3. Rhodesia,

18

KKSA H61.E33
Edwards, Geor
The policy
implementin
Edwards III
Francisco :
336 p. ; 22
Includes
and index.
28212
1. Policy
administrati
ocl736094
V9-609492
KKSA H61.E33

KKSA H61.E43
Elster, Jon, 1
Logic and
and possible
Chichester ;
viii, 235 p.
Bibliograp
index. IS
1. Social
2. Economic
ocl7[illegible]03437
V7-03[illegible]375
KKSA H61.E43

KKSA H61.E44
Emerging t
social and p
by Allan G.
Sage Publica
cm. -- (Sage
science issu
"The mater
appeared as
American beh
16, number 5
Includes bib
8039-0321-9
1. Social
Addresses, e
2. Historical
essays, lectu
ocl70[illegible]

KEY:

LT--Labeling Team
PT--Problems Team
R--Resolution

## PROBLEMS

Problems will be a natural part of the Labeling Project. While labeling in Farrell Library these problems will be brought to Room 126. While labeling in the branches, these problems will be routed first to a temporary area set within the branch. Some problems will, out of necessity, need to be routed to Farrell for resolution. Other problems will be resolved at the branch.

The Assistant Project Director will be in charge of the Problem phase of the Labeling Project. As problem books arrive the Problem Team will arrange the books in call number order on shelves in Room 126. There will be two major categories of problems, those just involving sheets of the printout and those requiring that the books be retrieved from the problem books shelves.

Listed below are problem types and brief descriptions of resolutions:

A. Printouts which have been marked END, have been checked and initialed by the Quality Control Team.
   R: Place in designated area for linking or for routing through procedures of the Problem Team.

B. Indicated item not found at the time of the initial labeling sweep.
   LT: Indicated these items by penciling "INS" in the left margin of the printout.
   PT: This will be the first type of problem handled by the PT. Persons with circulation expertise will handle this type of problem. They will check the circulation files to see whether the item is checked out.

   1. Item is checked out.
   PT: Indicate this status by writing the due date in pencil in the right hand margin of the printout.
   R: When all the items on a section of printout have either been labeled or found to be checked out, that section can be placed in the Ready for Linking pile. Sections with other unresolved problems will continue through the sequence of problems resolution. (After Linking, printout sections with entries for checked-out items will be returned to the PT for further resolution, including, eventually calling in some of these items.

2. Item is shown in the Circulation files as being on Reserve.
   PT: Indicate Reserves status by the notation "RS" in blue ink on the right-hand margin of the printout.
   R: Accumulate printout sheets with "RS" for eventual release to the Reserve Dept. for labeling of their collection. After Reserves has labeled their items, sheets will be returned to PT and on to Linking.

3. Item is shown in the Circulation files as missing.
   PT: Indicate this status in the right hand margin of the printout with a purple pen. Use the notation "msg".
   R: If no other unresolved problems remain on the printout sheet, it will be placed in the Ready for Linking pile.

4. Item is not represented in the Circulation files.
   PT: Institute verification procedures (initially this will be restricted to checking the shelflist and author/title catalog, but as time permits, PT efforts may be more exhaustive).

a. Indicated item is located.
   R: Item is labeled or printout is properly noted.

b. Indicated item is not located.
   R: Forward printout sheet to Linking so other items can be linked. (After Linking, these sheets will be returned to the PT for further resolution, including eventually some missing item declarations.)

c. Indicated item is discovered during verification but printout information is found to be inaccurate (e.g., shelflist shows item in a different location).
   PT: Indicate discrepancies in pencil in the right hand margin of the printout and call them to the attention of the Assistant Director.
   R: Change location code and/or add sublocation code to printout record.

5. Indicated item requires book repair before it can be labeled.
   LT: has placed a problem slip in the book.
   PT: Places book on book repair truck and printout sheet in Book Repair Decision pile. (Problem record should be noted "Sent for Book Repair" in pencil.) Librarian in charge of Binding unit will retain such books for review by subject librarians. Book will either be withdrawn or OCR labeled.

6. Indicated item has the same call no. as the printout but does not match the printout record.
   LT: has placed problem slip in book.
   PT: gives second opinion.
   R: If the problem is genuine, route to Recataloging shelf for final resolution. If there is no problem, label and send book back to stacks.

7. Items which have complex problems (e.g., two items found with identical call numbers).
   LT: Has indicated the problem on problem slip inserted in the book(s).
   PT: Gives a second opinion.
   R: Route to Recataloging shelves, as necessary, for final resolution.

After Linking, printout sections which contain records without OCR labels or sufficient notation will be routed back to the Problems Team which will begin the labeling process again. Ultimately, all records will be OCR labeled or declared missing.

OCR LABELING PROJECT
PROBLEMS RESOLUTION WORKFLOW

A. Printout

Completed sections of the printout were checked and initialed by the Quality Control Team, then routed to the Circulation Department where Circulation staff of the Problems Team searched the circulation files in order to determine if INS items were checked out, on reserve, had been declared missing, etc. (Refer to Labeling Project Instructions for the Circulation Staff.) When the circulation check had been completed, these sections of the printout were routed back to Room 126 (Problems Room) where the Cataloging staff of the Problems Team would begin working through them. Each cataloger would take a section of the printout and scan each page for records marked INS Circ$^{oo}$ (no circulation record for missing item) or P (meaning the labeling team had identified a problem and sent the book to Room 126 for problem resolution). (Refer to Problem Resolution Routines and Corrections handouts.) After working through a page, the cataloger would sort the sheets into one of three piles: (a) ready for linking, (b) outstanding problems, (c) book repair decision pile (to be routed to Binding Unit). This process continued until the cataloger had worked through an entire section of the printout.

B. Books

a. OCR labeled books (post-problems resolution) would be placed on either:
   1. Stacks Truck--to be sent to stacks sorting area.
   2. Branch truck--to be returned to branches via campus mail.
   3. Call no. relabeling truck--to be sent for call number relabeling in Cataloging Department.

b. Books without OCR labels would be sent for:
   1. Book repair decision--truck sent to Binding for review by Public Services Librarians. Book then would be withdrawn (indicated on printout by Binding staff) or sent to the Bindery to be rebound and OCR labeled when returned.
   2. Recataloging--placed on recataloging shelf until items searched on OCLC, then sent for recataloging.

OCR LABELING PROJECT
INSTRUCTIONS FOR CIRCULATION STAFF

The circulation staff of the Problem Team will be responsible for checking the circulation files to determine the status of INS items. "INS" next to a printout record means the book represented by that record was not located during the initial labeling sweep. There are various reasons why a book may not have been located: it may be misshelved, checked out, missing, etc. Information from circulation file records should account for many of the books not located during initial labeling.

Concerning work flow: The Circulation Dept. will receive sections of the printout after each has been completed by a labeling team and checked by Quality Control. Within the department, circulation staff will check the main circulation files, overdue file, and "Requested books" shelves before routing printout back to Labeling Headquarters (Room 126).

Whenever you come to a record on the printout which has been marked "INS" follow the routines outlined below. "INS" will generally appear to the left of the printout record, but you should watch out for those which may appear to the bottom right of records (see example no. 1). Notations should generally be written to the right of the call number and holdings (first line of record) but notice the exception for multiple copies and volumes (examples no. 1 and no. 3). Please make notations as small and neat as possible because there is limited space for writing and the Cataloging staff may need to add further notations.

Routines

I. Main Circulation File

Check the main circulation file for a charge slip or green card whose call number <u>exactly</u> matches that on the printout. The title should match or closely approximate that on the printout. If you are not sure whether the titles are a close match, ask the Circulation Librarian. If you do not find a charge slip or green card for the INS item in the file, write in pencil "Circ°".

A. Charge slip found
   1. Book checked out to patron:
      Indicate this status by writing due date in pencil to the right of call number. If checked out by faculty member or graduate student:
      (a) Faculty. Write due date followed by "F". (see example no. 4).
      (b) Graduate student. Write due date followed by "GR" (see example no. 7).

A. Charge slip found, cont'd.

2. Requested item
If a yellow tape tab is attached to the charge slip write the revised due date (often circled) in pencil to right of call number.

3. Book Repair/Binding
If the charge slip has a purple Book repair label on top, write in pencil "BR" to the right of the call number (example no. 12).

B. Green card found

1. Book on Reserve
Indicate reserve status by writing "RS" in blue ink to right of call number (example no. 6).

2. Book is missing/lost
Indicate missing status by writing "msg" and date in purple ink to right of call number (example no. 5).
If a delinquency report (D&R) was issued, write "msg" and date followed by DR in purple ink to right of call number (example no. 8).

3. Book in Preparations
Indicate this status by writing "TS" in pencil to right of call number (example no. 9).

4. Book in other location
If the last box on the green card is checked to indicate book is in another special location within the library, ask the Circulation Librarian which notation to use. Write the notation in pencil to right of call number.

II. Overdue File and Requested books shelves
(Check only if INS record has been marked "Circ°")

Check the overdue file for an overdue notice whose call number exactly matches that on the printout. The title should match or closely approximate that on the printout. If you are not sure that the two titles match closely enough, ask the Circulation Librarian. If you find an overdue notice for the INS item, make the appropriate notation as instructed by the Circulation Librarian. After you have searched the overdue file for INS items, search the Requested books shelves for any INS items still not accounted for. If you find a book which matches the printout record (same call no., title, author, edition, place of publication, publisher, and date) label the book and printout as instructed in handouts from the labeling project training session. If you do not find either an overdue notice or the book for an INS item, write "Circ°°" to the right of the call number (example no. 11).

EXAMPLES OF CIRCULATION NOTATIONS AND PROPER PLACEMENT:

KANSAS STATE UNIVERSITY SHELF LIST

KKSA CB53.D85 pt. 1 c1

Durant, William James, 1885-

Our Oriental heritage : being a history of civilization in Egypt and the Near East to the death of Alexander, and in India, China and Japan from the beginning to our own day, with an introduction on the nature and foundation of civilization / by Will Durant. -- New York : Simon and Schuster, 1954, c1935. xxxii, 1049 p., [63] p. of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 1)

Bibliography: p. 945-955. Includes index.

1. Orient--Civilization.

ocl74742234

U3-742234

KKSA CB53.D85 pt. 1 1

KKSA CB53.D85 pt. 1 2

A11200 130076

(1)

KKSA CB53.D85 pt. 10 c2-3

Durant, William James, 1885-

Rousseau and Revolution : a history of civilization in France, England, and Germany from 1756, and in the remainder of Europe from 1715, to 1789 / by Will and Ariel Durant. -- New York : Simon and Schuster, 1967. xx, 1091 p., [64] p. of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 10))

Bibliography : p. 967-981. Includes index. 67-14239

1. Europe--Civilization--18th Century. 2. Rousseau, Jean Jacques, 1712-1778.

ocl74751149

U3-751149

KKSA CB53.D85 pt. 10 2-3

A11200 130131

c.2

c.3 INS 12-14-81



(2)

KKSA CB53.D85 pt. 11 Circ

Durant, William James, 1885-

The age of Napoleon : a history of European civilization from 1789 to 1815 / by Will and Ariel Durant. -- New York : Simon and Schuster, 1975. xxi, 592 p., [32] leaves of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 11)

Bibliography: p. 781-788. Includes index. ISBN 0-671-21988-X (pt. 11) 75-6888

1. Europe--Civilization.

2. Europe--History--1789-1815.

3. Napoléon I, Emperor of the French, 1769-1821.

ocl71256901

X3-256901

KKSA CB53.D85 pt. 11

INS

(3)

KKSA CB53.D85 pt. 2 c1-2

Durant, William James, 1885-

The Life of Greece : being a history of Greek civilization from the beginnings, and of civilization in the Near East from the death of Alexander, to the Roman conquest, with an introduction on the prehistoric culture of Crete / by Will Durant. -- New York : Simon and Schuster, 1939. xviii, 754 p., [47] p. of plates : ill. ; 25 cm. -- (His Story of civilization ; pt. 2)

Bibliography: p. 673-679. Includes index.

1. Greece--History.

2. Civilization, Greek

ocl74742412

U4-742412

KKSA CB53.D85 pt. 2 1-2

c.1 INS 12-14-81

c.2

A11200 130319

39

KKSA CB203.W63
Wohl, Robert.
The generation of 1914 / Robert Wohl. -- Cambridge, Mass. : Harvard University Press, 1979. ix, 307 p., [14] leaves of plates : ill. ; 24 cm.
Includes bibliographical references and index. ISBN 0-674-34465-0 78-21124
1. Europe--Intellectual life--20th century. 2. Youth--Europe--History. 3. Conflict of generations. 4. European War, 1914-1918--Influence and results. 5. Youth in literature.
ocl74495053
U4-495053
KKSA CB203.W63

A11200 130563

(4) KKSA CB204.M39 4-25-81 F
Mayer, Arno J.
The persistence of the Old Regime : Europe to the Great War / Arno J. Mayer. -- New York : Pantheon Books, c1981. xi, 367 p. ; 22 cm.
Bibliography: p. 333-349. Includes index. ISBN 0-394-51141-7 80-21645
1. Europe--Civilization--19th century. 2. Europe--Civilization--20th century.
ocm)6707860
S9-707860810819
KKSA CB204.M39

INS

(5) KKSA CB246.S3 msg 5-30-81
Scott, Joseph Reid.
Understanding Spanish-speaking cultures; selected concepts that may be developed at Spanish Level I, by Joseph Reid Scott. -- Hayward, Ca. Almeda County School Department, c1972. 61 p. illus. 28 cm.
"Selected cultural bibliography": p. 61.

INS

(6) KKSA CB245.B47 RS
Bettmann, Otto.
The Bettmann Archive picture history of the world : the story of Western civilization retold in 4460 pictures / by Otto L. Bettmann ; Manley Stolzman, editor. -- New York : Random House, c1978. 223 p. : ill. ; 32 cm.
Includes index. ISBN 0-394-41201-X 77-5895
1. Civilization, Occidental--History--Pictorial works.
ocl73772098
VX-772098
KKSA CB245.B47

INS

KKSA CB245.D67 1978
Downs, Robert Bingham, 1903-
Books that changed the world / Robert B. Downs. -- 2d ed. -- Chicago : American Library Association, 1978. ix, 400 p. ; 24 cm.
Bibliography: p. 393-400. ISBN 0-8389-0270-7 78-13371
1. Civilization, Occidental--Addresses, essays, lectures. 2. Books and reading--Addresses, essays, lectures. 3. Literature--History and criticism--Addresses, essays, lectures.
ocl74193929
U7-193929
KKSA CB245.D67 1978

A11200 130628

(7) KKSA CB245.G7 9-15-81 GR
Greer, Thomas H.
A brief history of Western man [by] Thomas H. Greer. -- New York, Harcourt, Brace & World [1968] ix, 594 p. illus., maps. 21 cm.
"Recommended further reading": p. 569-579. 68-11244
1. Civilization, Occidental.

INS

KKSA CB245.I57 1977
International Conference on Classical Influences, 3d, King's College, Cambridge, Eng., 1977.
Classical influences on Western thought A. D. 1650-1870 : proceedings of an international conference held King's College, Cambridge, March 197 / edited by R. R. Bolgar. -- Cambrid ; New York : Cambridge University Press, 1979. xiii, 394 p. ; 24 cm.
English, French or German. Includ bibliographical references and index
ISBN 0-521-21964-7 77-91078
1. Civilization, Occidental-- Congresses. 2. Europe--Intellectual life--Congresses. 3. Classical antiquities--Congresses.
ocl73631309
V4-631309
KKSA CB245.I57 1977

A11200 130686

(8)
KKSA CB245.K28 msg 10-19-81 DR
Kagan, Donald.
The Western heritage / Donald Kagan Steven E. Ozment, Frank M. Turner. -- New York : Macmillan, c1979. xxx, 987, xxx p., [16] leaves of plates : ill. ; 27 cm.
Includes bibliographies and index.
ISBN 0-02-361840-X. ISBN 0-02-361930 9 pbk. 78-18450
1. Civilization, Occidental.
ocl74004804
U6-004804
KKSA CB245.K28

INS

(9)
KKSA CB245.K283 TS
Kagan, Donald.
The Western heritage, to 1715 / Donald Kagan, Steven Ozment, Frank M. Turner. -- New York : Macmillan, c1979. 589 p. in various pagings : ill. (some col.) ; 25 cm.
"This book is a portion of The Western heritage, copyright 1979 by Macmillan Publishing Co." Includes bibliographies and index. ISBN 0-02-361850-7 78-16636

INS

(10) KKSA CB245.K28 12-7-81
Kagan, Donald.
The Western heritage / Donald Kagan, Steven E. Ozment, Frank M. Turner. -- New York : Macmillan, c1979. xxx, 987, xxx p., [16] leaves of plates : ill. ; 27 cm.
Includes bibliographies and index.
ISBN 0-02-361840-X. ISBN 0-02-361930-9 pbk. 78-18450
1. Civilization, Occidental.
ocl74004804
U6-004804
KKSA CB245.K28

(11) KKSA CB245.K283 Circ
Kagan, Donald.
The Western heritage, to 1715 / Donald Kagan, Steven Ozment, Frank M. Turner. -- New York : Macmillan, c1979. 589 p. in various pagings : ill. (some col.) ; 25 cm.
"This book is a portion of The Western heritage, copyright 1979 by Macmillan Publishing Co." Includes bibliographies and index. ISBN 0-02-361850-7 78-16636
1. Civilization, Occidental.
ocl74036565
U3-036565810323
KKSA CB245.K283

KKSA CB361.A25

A11200 130652

Action and conviction in early modern Europe; essays in memory of E. H. Harbison. Editors: Theodore K. Rabb [and] Jerrold E. Seigel. -- Princeton, N.J., Princeton University Press, 1969. xii, 463 p. illus., facsims., port. 25 cm.

Bibliographical footnotes. 68-27407

1. Renaissance--Addresses, essays, lectures.

ocl70001735

Y3-001735810420

KKSA CB361.A25

(12)

KKSA CB361.F373 BR

Ferguson, Wallace Klippert, 1902-

The Renaissance in historical thought; five centuries of interpretation. -- Boston, Houghton Mifflin Co. [1948] xiii, 429 p. 22 cm.

INS

Bibliography: p. 398-407.

Bibliographical footnotes. 48-9685

1. Renaissance.

2. Historiography.

ocm00342491

YX-342491810721

KKSA CB361.F373

KKSA CB361.I6 1964

A11200 130717

International Conference on the Meaning of the Renaissance (1964 : Austin, Tex.)

Aspects of the Renaissance; a symposium. Edited by Archibald R. Lewis. -- Austin, University of Texas Press [1967] viii, 189 p. 24 cm.

"Jointly sponsored by the South Central Renaissance Conference and the University of Texas." Bibliographical footnotes. 67-25232

1. Renaissance--Addresses, essays, lectures.

ocm00171255

61

KKSA CB361.K53

A11200 131080

The Darker vision of the Renaissance : beyond the fields of reason / edited, with introd., by Robert S. Kinsman. -- Berkeley : University of California Press, 1974. 320 p. ; 24 cm. -- (Contributions - UCLA Center for Medieval and Renaissance studies ; 6)

Includes bibliographical references.

ISBN 0-520-02259-9 72-78939

1. Renaissance--Addresses, essays, lectures. 2. Supernatural--History.

ocm01287485

X7-287485810630

KKSA CB361.K53

(13)

KKSA CB361.K69 4-7-81 F

Kristeller, Paul Oskar, 1905-

Renaissance thought II; papers on humanism and the arts. -- New York, Harper & Row [1965] x, 234 p. 21 cm. -- (Harper torchbooks, TB1163. The Academy library)

INS

Sequel to Renaissance thought.

Bibliographical footnotes. 65-1618

1. Humanism. 2. Renaissance.

ocm00388134

Y2-388134810721

KKSA CB361.K69

(14)

KKSA CB361.M39 12-18-81

Mazzeo, Joseph Anthony, 1923-

Renaissance and revolution; the remaking of European thought. -- New York, Pantheon Books [1966, c1965] xi, 349 p. 22 cm.

INS

Includes bibliographies. 65-25080

1. Renaissance. 2. Humanism.

ocm00391603

Y0-391603810721

KKSA CB361.M39

62

PROBLEM RESOLUTION ROUTINES

I. INS Problems (Record marked "INS")

a. If item is:

checked out ([date]; [date]F; or [date]GR),
missing (msg [date] or msg [date]DR),
on reserve (RS), or
checked out to Book Repair Unit (BR)

and no other unresolved problems appear on the printout sheet, no further action is necessary; place the printout in the appropriate linking pile. If other records on the sheet remain unresolved, continue through problem resolution routines.

b. If item is checked out to Technical Services (TS) or is checked out "temporarily" to some other department (e.g., Developing Countries (DV)), fetch the book and label it. DON'T change location code on printout to reflect item's temporary location. Leave location code alone if permanent location code is correct. (For example: leave location code "KKSA" [Farrell stacks] even though item is located in Technical Services. "TS" will only be used when an item is checked out temporarily to Technical Services for reprocessing.)

c. Record is marked Circ$^{OO}$. You may want to check problem book shelves (books kept in call number order) before checking shelflist (in case record was mistakenly labeled "INS" rather than "P"). Verify printout record against shelflist record. Indicate shelflist was checked with the notation: √sl or √[branch]sl. If shelflist and printout records agree, place in outstanding pile. (A thorough search will be made for outstanding INS items after the initial labeling sweep.) If printout and shelflist records do not agree, note any important discrepancies next to the printout record (use pencil). A location change may have occurred since the paper dump (mid-August 1981) or a location may have been missed at the time of the in-house conversion (mylar ignored). Use information gleaned from the shelflist which might help you to locate the missing item. If found, you may label the book and printout record if they match. Location changes should be noted in red (e.g., "KKSA" to "KKSG"). If a sublocation within a branch must be noted, write the appropriate mnemonic in green ink (e.g., "FO" for folio, "RF" for reference, etc.) to the right of the first line of the record. (REMEMBER: "Folio" does not have to be added as a prefix to the call number on the printout in order to match shelflist card. This is unnecessary because folio status should be indicated as a sublocation code.) If no shelflist record is found, search author/title catalog. (Indicate no shelflist card was found by noting √sl$^{O}$ next to printout record.) (If no author or title cards are found indicate this on the printout with the following notation: √a$^{O}$/t$^{O}$). Your check of the author/title catalog may provide you with a different call number for the book. Recheck the shelflist under this new call number. Shelflist card found? Records match? Search for book using the new call number. If the book matches the shelflist card, label it. Make necessary changes to the call number on the printout (provided call number on shelflist card and book is ok, if not, send for recataloging). Make notations on printout in this fashion: HV8138.A57 1972 "Change class leters to HD to match book and cards--MB". If a/t cards match printout record, then the shelflist card is either missing or misfiled. (At initial check of shelflist look several cards in front of

and behind where you would expect to find your card filed, then you may assume later that shelflist card is missing.) If shelflist card is missing, write a note requesting card be xeroxed for shelflist (include call number and title) and place note in "Special Problems" box. If at the end of this process no circulation record, shelflist card or a/t cards are found which match the printout record, assume that the book has been withdrawn (library does not maintain a withdrawn books file) or the record was not removed from the BNA tape as was requested (KSU never owned book). Indicate record is to be removed by using the red "X- R" notation.

II. Skip records marked: X-SR, X-NB, X-S } Labeled later in project

but resolve problems marked "P" (whether notation is in red ink [annotated prior to labeling week] or in pencil [problem identified by labeling team]).

III. Other Problems (Record marked "P")

a. Printout record and book do not match.
General rule:
Shelflist record and book match, printout record doesn't--change printout record.

Printout record and book match, shelflist record doesn't--if problem is serious enough to require new card set, send for recataloging. Pull shelflist card, insert in book along with problem slip (include brief description of cataloging problem) and place on recataloging shelf.

Printout and shelflist records match, book doesn't--Is this the wrong book? [labelers retrieved wrong book from the shelf] or is this the only possible book catalog record could represent and therefore, cataloging error needs to be corrected.

b. Book may need book repair. Leave yellow problem slip in book, place on book repair decision truck. Indicate on printout record: "Sent for book repair decision" and place printout sheet on top of book repair decision pile.

c. Problem book not found on problem book shelves. Check in stacks and circulation if necessary. (We will not take the time to search these areas until after the first week of labeling.) If problem book is not located, place in outstanding pile (indicate next to record that you were unable to locate problem book).

IV. "Special Proolems" Box

use for notes indicating: xeroxing needed to replace missing card(s)
mylaring (adding or removing).

# CORRECTIONS*

I. Cards with: (1) BNA stamped on them
(2) Pre OCLC cataloging (old, no stamp)

1. No correction form.
2. Pre-OCLC correction written on edit.
3. Pull and toss cards. (BNA need to go to Catalog Maintenance Supervisor for OCLC action.)

II. OCLC produced cards needing correction:

A. If you do not use the same record

1. Prepare correction form.
2. Edit correct copy.
3. Get original edit from OCLC. Xerox copy for cancel use and attach to correction form. Pull and toss to Catalog Maintenance Supervisor.

B. If you do use the same record

1. Prepare correction form.
2. Re-edit old copy from OCLC or new copy will automatically cancel the old when record is used. (Go back and Xerox the old and attach to correction slip.)
3. Add 910 rev.
4. Pull and toss to the Catalog Maintenace Supervisor.

III. OCLC Conversion card (Old cataloging that has been converted by OCLC staff)

A. If you do not use the same record

1. Correction form prepared.
2. Edit new copy.
3. Get copy that was used from terminals and attach to correction form so holdings can be cancelled.
4. Pull and toss.

B. If you use the same record

1. Correction form prepared.
2. Edit new copy.
3. You need not attach copy for cancellation, since the old will automatically be cancelled.
4. Pull and toss.

NOTE: Only one correction form is ever used per book. If item involves two different records, the correction form rides with the cancellation. If you use only one, the correction form rides with that one: Correction form on top, then edit, then old edit to the rear.

*This page contributed by Laura Nauta, Catalog Maintenance Supervisor.

Date _____

DAILY TALLY SHEET

| NAMES OF TEAM MEMBERS | OCR LABEL NUMBERS FROM | TO | CALL NUMBERS OF AREA COMPLETED FROM | TO |
|---|---|---|---|---|
| | | | | |

Each day one of these tally sheets will be posted in Room 126. The various labeling teams will fill this out. Each team will signout on this form as they leave room 126 to begin their shift and they will sign again as they complete their shift. It will be used in a variety of ways by the Problem and Quality control crews. The Project Director and Assistant Director will make sure this form is correctly filled out. This form will provide useful statistics upon completion of the Labeling project.

This page and the next three pages are examples of our rough work statistics sheets used to compile a variety of pertinent labeling information.

Type of Print out---------- LINKING--KKSA*

| Call No. Breakdown | No. of Items Labeled | INS Checked Out | INS Circ** No info/ Not Located | INS Missing | INS Item in RS | INS BR | Sent to Book Repair | P | Already Labeled | XC | XS | XSR | XNB | XR or Dup Do No Cou |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | OTHE |
| | | | | | | | | | | | | | | W/DRA |
| | * Linking = all items on printcut sheet are ready for KSU's Linking Phase. | | | | | | | | | | | | | |
| | Source: OCLC machine readable records for material housed in Farrell (Main) Library. | | | | | | | | | | | | | |

Type of Print Out---LINKING--DUKS*

| Call No. Breakdown | No. of Items Labeled | INS Checked Out | INS Circ ** No info/ Not Located | INS Missing | INS Item in RS | INS BR | Sent to Book Repair | Already Labeled | XC | XS | XSR | XNB | XR or Dup. Do Not Coun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

OTHER

W/DRAW

* Linking = all items on printout sheet are ready for KSU's Linking Phase.

Source: Machine readable records purchased from Blackwell North American (BNA)

Type of Print out---------- STACKS OUTSTANDING PROBLEMS--KKSA *

| Call No. Breakdown | No. of Items Labeled | INS Checked Out | INS Circ** No info/ Not Located | INS Missing | INS Item in RS | INS BR | Sent to Book Repair | P | Already Labeled | XC | XS | XSR | XNB | XR or Dup Do Not Coun |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

STACKS OUTSTANDING PROBLEMS--DUKS *

Type of Print out----------

| Call No. Breakdown | No. of Items Labeled | INS Checked Out | INS Circ** No info/ Not Located | INS Missing | INS Item in NS | INS BR | Sent to Book Repair | P | Already Labeled | XC | XS | XSR | XNE | XR or Dup Do Not Cou |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

SUMMARY OF LABELING STATISTICS*

| TEAMS | HOURS | | |
|---|---|---|---|
| | LIBRARIANS | CLASSIFIEDS | STUDENT ASSISTANTS |
| Labeling Teams: | | | |
| Farrell | 625 | 890 | 427 |
| Architecture | 10 | 12 | 182 |
| Chemistry | 8 | 8 | 48 |
| Physics | 0 | 0 | 48 |
| Vet Med | 8 | 36 | 64 |
| Quality Control Teams | 150 | 50 | 224 |
| Problem Teams | 1198.5 | 496 | 102 |

* These statistcs are the result of monographic labeling (Tables 1-4)

LABELING STATISTICS

I. Labeling In Farrell Library

| Date | Librarians | Classifieds | Student Assistants |
|---|---|---|---|
| 01-04 | 158 | 180 | 218 |
| 01-05 | 102 | 168 | 180 |
| 01-06 | 102 | 106 | 228 |
| 01-07 | 118 | 182 | 224 |
| 01-08 | 137 | 200 | 255 |
| 01-11 | 2 | | 2 |
| 01-13 | --- | | 4 |
| 01-14 | 4 | | 6 |
| 01-15 | 2 | | 2 |
| 01-18 | | | 4 |
| 01-19 | | | 10 |
| 01-20 | | | 6 |
| 01-21 | | | 14 |
| 01-22 | | | 10 |
| 01-25 | | | 10 |
| 01-26 | | | 14 |
| 01-27 | | | 18 |
| 01-28 | | | 12 |
| 01-29 | | | 16 |
| 02-01 -- 02-03 | | | 38 |
| 02-04 -- 02-05 | | | 30 |
| 02-08 -- 02-12 | | | 14 |
| 02-15 -- 02-19 | | | 40 |
| 02-22 -- 02-26 | | | 14 |
| 03-01 | | | 10 |
| 03-02 | | | 10 |
| 03-03 | | | 16 |
| 03-04 | | | 8 |
| 03-09 | | | 10 |
| 03-10 | | | 8 |
| TOTALS | 625 hrs | 890 hrs. | 1427 hrs |

II. Branch Libraries

A. Architecture

| Date | Librarians | Classifieds | Student Assistants |
|---|---|---|---|
| 12-28 | 6 | 6 | 64 |
| 12-29 | 4 | 6 | 64 |
| 12-30 | --- | 6 | 36 |
| 12-31 | --- | --- | 18 |
| TOTALS | 10 hrs. | 12 hrs. | 182 hrs |

B. Chemistry

| Date | Librarians | Classifieds | Student Assistants |
|---|---|---|---|
| 01-06 | 8 | 8 | 48 |
| TOTALS | 8 hrs. | 8 hrs. | 48 hrs. |

C. Physics

| Date | Librarians | Classifieds | Student Assistants |
|---|---|---|---|
| 01-07 | --- | --- | 48 |
| TOTALS | 0 hrs. | 0 hrs. | 48 hrs |

D. Veterinary Medicine

| Date | Librarians | Classifieds | Student Assistants |
|---|---|---|---|
| 01-05 | 8 | 24 | 64 |
| 01-06 | --- | 12 | --- |
| TOTALS | 8 hrs. | 36 hrs. | 64 hrs. |

III. Quality Control Teams

| Date | Librarians | Classifieds | Student Assistants |
|---|---|---|---|
| 01-04 | 4 | 2 | --- |
| 01-05 | 8 | 10 | 14 |
| 01-06 | 36 | 2 | 34 |
| 01-07 | 22 | --- | 22 |
| 01-08 | 24 | 2 | 18 |
| 01-12 | 2 | --- | 8 |
| 01-14 | --- | --- | 8 |
| 01-18 | 2 | 2 | 4 |
| 01-19 | 12 | 2 | 4 |
| 01-20 | 10 | 4 | --- |
| 01-21 | 4 | --- | 6 |
| 01-25 | 8 | 6 | 6 |
| 01-26 | 8 | 4 | 8 |
| 01-27 | 8 | 6 | 6 |
| 01-28 | 4 | 6 | 12 |
| 01-29 | 4 | 4 | 6 |
| 02-02 | | | 4 |
| 02-03 | | | 4 |
| 02-04 | | | 6 |
| 02-05 | | | 6 |
| 02-09 | | | 4 |
| 02-11 | | | 2 |
| 02-12 | | | 4 |
| 02-15 | | | 2 |
| 02-22 | | | 4 |
| 03-01 | | | 2 |
| 03-02 | | | 2 |
| 03-04 | | | 2 |
| 03-05 | | | 2 |
| 03-06 | | | 2 |
| 03-08 | | | 2 |
| 03-09 | | | 2 |
| 03-10 | | | 2 |
| 03-11 | | | 2 |
| 03-12 | | | 4 |
| 03-23 | | | 4 |
| 03-25 | | | 2 |
| 03-26 | | | 2 |
| 03-29 | | | 2 |
| TOTALS | 150 hrs. | 50 hrs. | 224 hrs. |

IV. HOURS SPENT BY PROBLEM TEAM ON PROBLEM RESOLUTION:

| DATE | LIBRARIANS | CLASSIFIED STAFF | STUDENT ASSISTANTS |
|---|---|---|---|
| 01-04 | 48.0 | 40.0 | - |
| 01-05 | 56.0 | 40.0 | - |
| 01-06 | 56.0 | 40.0 | - |
| 01-07 | 56.0 | 32.0 | - |
| 01-08 | 56.0 | 40.0 | - |
| 01-11 | 52.0 | 8.0 | 8.0 |
| 01-12 | 40.0 | 12.0 | 4.0 |
| 01-13 | 40.0 | 16.0 | - |
| 01-14 | 44.0 | 16.0 | - |
| 01-15 | 40.0 | 16.0 | - |
| 01-19 | 36.0 | 8.0 | - |
| 01-20 | 20.0 | 8.0 | - |
| 01-21 | 20.0 | 8.0 | - |
| 01-22 | 16.0 | 8.0 | - |
| 01-25 | 12.0 | 8.0 | - |
| 01-26 | 16.0 | 12.0 | - |
| 01-27 | 4.0 | 4.0 | - |
| 01-28 | 12.0 | 12.0 | - |
| 01-29 | 8.0 | 4.0 | - |
| 02-01 | 16.0 | 8.0 | 4.0 |
| 02-02 | 12.0 | 6.0 | 8.0 |
| 02-03 | 8.0 | 4.0 | 8.0 |
| 02-04 | 16.0 | 4.0 | 2.0 |
| 02-05 | 16.0 | 8.0 | 4.0 |
| 02-08 | 12.0 | 12.0 | - |
| 02-09 | 12.0 | 12.0 | - |
| 02-10 | 16.0 | 8.0 | 4.0 |
| 02-11 | 16.0 | 8.0 | 4.0 |
| 02-12 | 14.0 | 4.0 | 4.0 |
| 02-15 | 8.0 | 4.0 | 4.0 |
| 02-16 | 8.0 | 4.0 | - |
| 02-17 | 16.0 | 8.0 | 4.0 |
| 02-18 | 16.0 | 8.0 | - |
| 02-19 | 12.0 | 8.0 | - |
| 02-23 | 4.0 | - | - |
| 02-24 | 6.0 | - | - |
| 02-25 | 4.0 | - | - |
| 03-02 | 4.5 | - | - |
| 03-03 | 0.5 | - | - |
| 03-04 | 1.0 | - | - |
| 03-05 | 1.5 | - | - |
| 03-23 | 20.0 | 12.0 | 12.0 |
| 03-24 | 20.0 | 12.0 | 12.0 |
| 03-25 | 20.0 | 10.0 | 8.0 |
| 04-05 | 13.0 | 12.0 | 8.0 |
| 04-06 | 6.0 | 6.0 | 2.0 |
| 04-07 | 6.0 | - | 2.0 |
| 04-08 | 11.0 | - | - |
| 04-09 | 14.0 | - | - |
| 04-12 | 8.0 | - | - |
| 04-13 | 9.5 | - | - |
| 04-16 | 3.5 | - | - |

IV. HOURS SPENT BY PROBLEM TEAM ON PROBLEM RESOLUTION (cont.)

| DATE | LIBRARIANS | CLASSIFIED STAFF | STUDENT ASSISTANTS |
|---|---|---|---|
| 04-19 | 2.0 | - | - |
| 04-20 | 1.0 | - | - |
| 04-22 | 1.0 | - | - |
| 4-28 | 1.0 | - | - |
| 05-10 | 0.5 | - | - |
| 05-11 | 8.5 | - | - |
| 05-12 | 8.0 | - | - |
| 05-14 | 4.0 | - | - |
| 05-17 | 3.5 | - | - |
| 05-25 | 6.0 | - | - |
| 06-07 | 7.0 | - | - |
| 06-08 | 6.0 | - | - |
| 06-09 | 24.5 | 6.0 | - |
| 06-10 | 7.0 | - | - |
| 06-11 | 8.0 | - | - |
| 06-14 | 6.0 | - | - |
| 06-16 | 4.0 | - | - |
| 06-17 | 5.0 | - | - |
| 06-18 | 8.0 | - | - |
| 06-21 | 11.5 | - | - |
| 06-22 | 12.0 | - | - |
| 06-23 | 8.5 | - | - |
| 06-24 | 7.0 | - | - |
| 06-25 | 8.0 | - | - |
| 06-28 | 12.0 | - | - |
| 07-09 | 2.0 | - | - |
| 07-14 | 4.0 | - | - |
| 07-15 | 7.5 | - | - |
| 07-16 | 4.5 | - | - |
| 07-19 | 6.0 | - | - |
| 07-20 | 13.0 | - | - |
| 07-21 | 9.0 | - | - |
| TOTAL: Hrs. | 1198.50 | 496.0 | 102.0 |

## SERIAL LABELING STATISTICS

V. Serial Labeling Teams

| Date | Number of Student Assistants | Number of hours Spent Labeling |
|---|---|---|
| 6-10 | 2 | 6.5 |
| 6-11 | 2 | 3.5 |
| 6-12 | 1 | 3.75 |
| 6-14 | 3 | 8.5 |
| 6-15 | 3 | 4.5 |
| 6-16 | 3 | 10.25 |
| 6-17 | 4 | 12.5 |
| 6-18 | 3 | 10.25 |
| 6-21 | 4 | 7.25 |
| 6-22 | 3 | 11.0 |
| 6-23 | 3 | 5.5 |
| 6-24 | 2 | 3.5 |
| 6-25 | 2 | 4.0 |
| 6-28 | 3 | 13.25 |
| 6-29 | 2 | 5.0 |
| 6-30 | 3 | 17.0 |
| 7-01 | 2 | 5 |
| 7-02 | 3 | 7.5 |
| 7-07 | 2 | 7.0 |
| 7-09 | 1 | 5.5 |
| 7-12 | 2 | 15.0 |
| 7-13 | 2 | 10.0 |
| TOTALS | 55 | 176.25 |

## VI. Misc. Serial Labeling Statistics *

| Task Performed | Hours Spent by Student Assistant to Perform Task |
|---|---|
| Go-fer | 6.0 |
| Statistics | 7.75 |
| Moving Room | 3.0 |
| Labeling | 1.0 |
| Code Problems | 1.0 |
| Putting POs in Order | 8.75 |
| Total Hours | 27.50 |

*Statistics cover the period from 6-09 to 7-13.

## VII. "INS" Search Statistics

| Date | Number of Student Assistants | Number of hours Spent Labeling |
|---|---|---|
| 5-18 | 5 | 11 |
| 5-19 | 6 | 13 |
| 5-20 | 5 | 18.75 |
| 5-24 | 4 | 9.25 |
| 5-26 | 4 | 10.75 |
| 5-27 | 1 | 2 |
| 5-28 | 3 | 3.75 |
| 6-01 | 4 | 18 |
| 6-02 | 2 | 4 |
| 6-03 | 2 | 4 |
| 6-04 | 2 | 3 |
| 6-07 | 4 | 5.5 |
| 6-10 | 3 | 12.5 |
| 6-14 | 4 | 6 |
| 6-15 | 1 | 2 |
| 6-16 | 2 | 1 |
| 6-17 | 2 | 1 |
| 6-18 | 2 | 3 |
| 6-19 | 3 | 6.25 |
| 6-23 | 3 | 5.25 |
| 6-24 | 3 | 4.5 |
| 6-25 | 2 | 4.5 |
| 6-26 | 2 | 4 |
| 6-27 | 2 | 4.5 |
| 6-30 | 3 | 5.25 |
| 7-01 | 3 | 5.5 |
| 7-02 | 1 | 2.5 |
| 7-06 | 3 | 16.25 |
| 7-07 | 3 | 6 |
| 7-08 | 1 | 2 |
| 7-09 | 1 | 1.5 |
| 7-12 | 1 | 1 |
| 7-13 | 1 | 1.5 |
| 7-14 | 1 | 1.5 |
| 7-15 | 2 | 6 |
| 7-20 | 1 | 1.5 |
| 7-21 | 1 | 4 |
| 7-16 | 2 | 3.75 |
| Total | 93 | 215.75 |

* This is a two month representative period.

These statistics are the result of the second attempt to label the items not on the shelf at the time of the original search during the Labeling sweep.

## EVALUATION OF THE OCR LABELING PROJECT

Now, approximately seven months after the first week of OCR labeling, as that project draws to a close and we are about to begin the linking phase of KSU's automated circulation implementation plan, we take the opportunity to evaluate the labeling project.

### A. Refinements

The greatest weakness in the plan was our failure to generate certain kinds of statistics from the project. We never devised a truly workable system for collecting statistics on the number of items labeled or on the number of items labeled per hour. Several methods were proposed for determining the number of items labeled during the project, including: total number of OCR labels used during the project; total number of printout sheets multiplied by n (average number of OCR labels used per printout sheet); and counting OCR labels used on each record. Of the three proposed methods, the first was the only method seriously considered (the other two being either rather inaccurate or too time consuming), but it proved to be unsuccessful. We could calculate the number of items labeled per hour, but this was only a rough average and not particularly accurate. We kept no statistics on problem resolution except total staff hours spent. If we were to do it over again, we would like to calculate number of problems resolved and average time spent on resolving a problem.

Some refinements in problem resolution routines were made during the project. We discovered it was necessary to make some notation on problem records when labelers encountered a problem. After the first week of the labeling project "P" was used to identify problem records on the printout (previously labelers were instructed not to add any notation to the record). We did not mark charge slips for items on the printout, but we could have done so and have the books routed for labeling before being returned to stacks. At this time there are still a large number of printout records unlabeled because the books are checked out. Faculty checkouts make up a large number of these. A mass recall of these books has been proposed but not yet accomplished.

### B. Strengths

1. The project was planned well in advance of the actual start-up date for OCR labeling (cf. Development of labeling plan).

2. The project flowed without a major hitch. Only a few minor revisions were needed.

3. Morale stayed high throughout the entire labeling week. Most staff members enjoyed the experience. It offered them a change of pace from their regular duties and a chance to meet and work with other library staff for the first time.

4. The major labeling sweep was accomplished during a one-week period and a majority of the problems were resolved within six months.

4. cont'd.
Problems will continue to trickle in from INS searches, but no major backlog exists.

# APPENDIX

TELEPHONE SURVEY

Name of Library and Department:_____
Phone Number:_____
Interviewee:_____

TELEPHONE SURVEY QUESTIONS

1. What type of automated circulation system do you have in your library?

2. What steps did you follow once you decided on the type of automated circulation system you would be using?

3. What type of conversion methods did you use?
   How did you build your data base?
   What percent of your collection is machine readable?
   Data entry via key board/ conversion on the fly/ data loading via magnetic tape? When? By whom?
   What staff size did this stage take?
   Time duration of this phase?
   What cataloging system do you use?
   What field?

4. The labeling stage: What type of labels do you use? bar coded labels
   O.C.R. labels Produced by:
   What problems do you have with your labels? Wearing? Coming off?
   Where are the labels placed? What is the placement rationale?
   What plans did you follow for labeling?
   When did you label?
   How did you label?
   What percent of your collection was initially done? Since then?
   What was your criteria for selection of what was to be labeled?
   What staff was utilized? Numbers Levels Makeup of crews
   Librarians:_____
   LA or Library Technicians:_____
   Clerical:_____
   Student Assistants:_____
   Who planned it:_____
   How long did your initial labeling phase take?
   How many items were labeled? Since then?
   How many items were labeled per hour?
   What type of problems did you run into?
   How did you resolve them?
   Routines:

5. What would you change if you had it to do over again?

6. Criteria for selection of what was labeled?

7. Anything else which you might like to pass on?

* This survey originally had room for responses.

Used as a part of the presentations to refresh labelers in call number procedures for speed in locating material during labeling.

## CALL NUMBERS

Call numbers and their proper sequences will be vital to the completion of the Labeling Project. Learning to use call numbers quickly and ACCURATELY will speed your efforts, thereby removing some of the tedium.

Each member of the Labeling Project is to read this training packet before they are assigned to label. Extra practice with additional call number variations will be provided if necessary.

The following section is copied from the Stacks procedural manual.

Call numbers are not complicated or confusing. There are only three rules used. Since only two books are compared at any one time, it quickly becomes easy to apply these rules.

Call numbers are located in the lower quarter of a book's or volume's spine. On very narrow items they appear in the upper left-hand corner of a book's or volume's cover.

Call numbers are read by always starting at the top line and reading downward. Read until a call number rule can be applied, apply the rule, ignore the rest of the call number, and go on to the next book's call number. The three rules and many various examples of call numbers are listed below:

Rule 1. Always start at the top of the call number and work downward.

alphabetical order ——> AP
numerical order ——> 2
alphabetical order ——> T37
numerical order

Examples:

| | | | |
|---|---|---|---|
| AP | | AS | Because of alphabetical order. |
| --2 | goes before | 8 | The rest of the call number, |
| T37 | | W73 | lines 2 and 3, are ignored as they are not needed. The order selection was made by applying rule number 1 to line 1. |

| | | | |
|---|---|---|---|
| F | | F | Because of the numerical order |
| -- 450 | goes before | 452 | of the second line. |
| C34 | | C34 | |

--just keep proceeding down the call number.

| | | | |
|---|---|---|---|
| QH | | QH | Because of the alphabetical |
| --581 | goes before | 581 | order of the third line. |
| C47 | | D47 | |

| | | | |
|---|---|---|---|
| HD | | HD | Because of the numerical |
| --30 | goes before | 30 | sequence of line 4. |
| D37 | | D37 | |
| no. 11 | | no. 12 | |

The following abbreviations are often a part of the call number:

| | | | |
|---|---|---|---|
| Bd. | -volume | pt. | -part |
| c. | -copy | ser. | -series |
| Heft | -part | sup. | -supplement |
| no. | -number | t. | -tome or volume |
| nr. | -number | v. | -volume |
| n.s. | -new series | | |

a or b after the date - indicates a different edition published within the same year, a different publisher, or a fascimile.

| | | | |
|---|---|---|---|
| Q | | Q | Because of the numerical |
| --11 | goes before | 11 | sequence of the series. All |
| E6 | | E6 | books of series 1 are shelved |
| ser. 1 | | ser. 2 | together and all books in series 2 are shelved together. |

| | | | |
|---|---|---|---|
| HA | | HA | Because of the numerical |
| --29 | goes before | 29 | sequence of the series. |
| B2 | | B2 | |
| | | n.s. | |

| | | | | | |
|---|---|---|---|---|---|
| Q<br>1<br>L32<br>v. 1 ; | Q<br>1<br>L32<br>v. 2 ; | Q<br>1<br>L32<br>v. 3 ; | Q<br>1<br>L32<br>Supp. ;<br>v. 1 | Q<br>1<br>L32<br>Supp.<br>v. 2 | This sequence is in order because all volumes are shelved together and all supplements are shelved together. Supplement sets follow volume sets. |

--the alphabetical sequence applies for ser. A, B, and etc.

| | | |
|---|---|---|
| BS<br>--185 goes before<br>1910<br>N4 | BS<br>185<br>A4 | Because dates are shelved first. Look closely at these call numbers, line 3. |

Rule 2. Further definition of reading of call numbers:

(a) The second line of a call number is read as: whatever is stated there, that is how it is read (see example below). (b) The third line is read as: letter, number, decimal point, number, number. The third line is usually a letter-number combination. The decimal point is inserted mentally while reading the call number.

(c) The fourth line is read the same as the third line when it is also a letter-number combination.

Examples:

| | | |
|---|---|---|
| QH<br>--450 goes before<br>C34 | QH<br>150.2<br>C34 | Because of the numerical order of line 2, apply the first part of rule 2. |
| QK<br>--2981<br>J3 | | The second line is read as two thousand nine hundred eighty one and never as twenty nine, eighty one. This messes up your numerical sequence thinking. |

| | | |
|---|---|---|
| QH<br>--581 goes before<br>C45 | QH<br>581<br>C47 | Because of the numerical order of line 3, apply the second part of rule 2. |
| --the above example is read as | | QH<br>581 and<br>C4.5 |
| | | QH<br>581<br>C4.7 |
| QH<br>--581 goes before<br>.C46 | QH<br>581<br>.C49 | Because of the numerical order of line 3, apply the second part of rule 2. |
| --the above example is read as | | QH<br>581 and<br>.C4.6 |
| | | QH<br>581<br>.C4.9 |

--A decimal may appear in front of the letter on the third line to tell the computer that the call number is to be read in the above manner. The human mind can insert a decimal, however a computer can only do what it is told to do. The same rules would apply to the below call number situation if there was a decimal in front of the third and fourth lines.

| | | |
|---|---|---|
| E<br>--183.8 goes before<br>R9<br>K434 | E<br>183.8<br>R9<br>K435 | Because of the numerical order of line 4, apply the second part of rule 2. |
| --the above example is read as | | E<br>183.8 and<br>R9.00<br>K4.25 |
| | | E<br>183.8<br>R9.00<br>K4.35 |

Rule 3. Nothing goes before something. Please note examples and exceptions.

| | | | |
|---|---|---|---|
| BF<br>--199 goe before<br>H77 | BF<br>199 goes before<br>H77<br>c. 2 | BF<br>199<br>H77<br>c. 3 | The sequence of the first two call numbers are this way as they represent rule 3. The sequence of the last two call numbers are this way as they represent the application of the numerical order ru |

| | | | |
|---|---|---|---|
| T<br>--1 goes before<br>S5<br>V. 266<br>pt. 1 | T<br>1 goes before<br>S5<br>V.266<br>pt. 1<br>c. 1 | T<br>1<br>S5<br>V. 266<br>pt. 2 | The same reasons as for the preceding example. |
| HQ<br>--28 goes before<br>S83 | HQ<br>28 goes before<br>S83<br>1974 | HQ<br>28<br>S83<br>1976 | The same reasons as for the first example.<br>Date = edition date or publishing date. |
| DS<br>--81 goes before<br>M613<br>1968 | DS<br>81<br>M613<br>1968a | | Because of rule 3 applied to line 4. |
| K<br>-- goes before<br>N44<br>1975 | K<br>1<br>A4 | | Because of rule 3 applied to line 2. The library of Congress has not yet completed the call number sequence of the K's. |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| K | K | KF | KF | KFG | KFG | KG | KG |
| -- | 1 | | 1 | | 1 | | 1 |
| A2, | A2, | A2, | A2, | A2, | A2, | A2, | A2 |

Example of rule 3 as it applies to the K's.

| | | |
|---|---|---|
| --This information is found on the book's spine. | V. 69<br>No. 7-12<br>July-Dec.<br>1972 | V. 70<br>No. 7-12<br>July-Dec.<br>1973 |
| on the book's label | Q<br>11<br>N26<br>1972 | Q<br>11<br>N26 |

This is an exception to rule 3. This call number sequence is correct. The numerical order rule applies, thus rule 3 is cancelled out. See the spine information for numerical order. Most sets fluctuate back and forth in including V. and date information on the label.

Below is an example of an LC call number and briefly what each line means.

| | |
|---|---|
| HF | Class: Social Science. Commerce. Business. Organization. |
| 5549.5 | Sub-division: Personnel. Employment. Management. |
| R44 | Topic: Recruiting of Employees. (This line is not always included) |
| M35 | Author: Maloney, P.W. (This is also called the cutter number) |
| 1961 | Date: Distinguishing the book from another edition of the same title. |

## SUPPLIES

All supplies will need to be accumulated and stored in room 126 prior to January 4, 1982.

Supplies which require ordering

| | |
|---|---|
| pencils | 15 boxes |
| rubberbands | 15 boxes |
| paperclips | 15 boxes |
| trash sacks | 75 sacks-10 gal. size |
| masking tape (to affix sacks to trucks) | 2 rolls |
| red felt tipped pens | 10 boxes |
| blue ballpoint pens | 5 boxes |
| green (fine felt tipped markers) | 5 boxes |

Supplies which require copying

Forms:

| | |
|---|---|
| tally sheets | 100 |
| labeling slips | 4 reams yellow paper |

Supplies which require assembling

- Labeling kits
- Training kits

Supplies which need to be accumulated from various departments

- scratch paper
- flat shelved trucks (1 per team, plus a couple of extras)
  - These should be marked with the departmental name in a prominent manner.
- bulletin board (for memos)

OCR Labels (matched pairs)

Printouts



"END OF DOCUMENT"